

The Office of Delegate Williams is in search of a dedicated, hardworking, self-motivated and innovative student to serve as the interim Legislative Intern. They will be responsible for the Delegate's weekly newsletter, legislative research and other administrative duties. The person will work closely with the Delegate, office Chief of Staff and constituents of District 22. This is a cycle position, which will conclude in December 2021.

Responsibilities:

- Legislative Research and Writing
- Updating the Legislative Tracker
- Community HOA and Tracker
- Crafting and Sending out the bi-weekly Newsletter.
- Any other miscellaneous tasks assigned by the Chief of Staff or Delegate.
- Any Digital Graphic Media

Preferred Qualifications

It is preferred that applicants be able to participate in the January to April legislative session in addition to the fall interim session.

- Majoring in one of the following areas: Political Science and Government, Economics, Business and Communications.
- Intermediate experience of Google Suites
- Intermediate experience Microsoft Offices (Word, Excel, Powerpoint, Outlook etc.)
- Strong communication and writing skills
- Able to adapt to a fast paced work environment
- Able to work in a team orientated and collaborative environment.

Please send resume and cover letter to nicole.williams@house.state.md.us. Subject titled: Del. Williams Leg Intern. No phone calls please.

Important Note: Candidates should also have their *own reliable transportation and laptop*.