NOW ACCEPTING FALL 2017 INTERNSHIP APPLICATIONS
State Representative Brian Sims’ District Office

Description: Interns assist with the duties required by staff at our Philadelphia District Office (21 S. 12th Street). At the district office, we help constituents through walk-in appointments, phone calls, emails, and other means to help with issues related to state programs, policy inquiries, or general concerns. In addition to performing casework, staff, fellows, and interns help plan events, utilize social media to spread the word about community groups and district office events and help with correspondence on behalf of the District Office.

Interns will help with outreach and coordination for presentation and community events throughout the district. This is performed in order to fulfill our mission to provide education to our constituents about our local office and the role of state government in their community.

Researching policy topics, community events, and various other topics will be a part of day-to-day functions for interns and fellows. We also require interns to complete a policy paper or community project based on a proposed topic of their choice. Interns/Fellows will work with the district staff to determine an appropriate higher-level project or leadership role, depending on their area of interest. Upon request, fellows can also be provided with weekly check-in meetings with a supervisor to review casework, upcoming events, and project deadlines, as well as questions about policy topics or updates from Harrisburg.

Qualifications and Skills Required:
• Excellent written and oral communication skills
• Highly motivated, independent worker
• Commitment to public service and/or government
• Experience working with diverse communities and underserved populations
• Academic research skills
• Customer service background
• Ability to adapt to multiple requests in fast paced environment
• Hard worker with strong ethical standard

Interns must have availability to work at least 20 hours per week for the duration of the entire fall semester.

Please Supply:
• Resume (required)
• Cover Letter (required)
• Writing sample (optional)

In the body of your email, please include the following:

• Start Date and End Date (tentative)
• Availability during Monday-Friday 9AM-5PM business hours
• If you intend to apply for a work-study or course credit for this internship

Email application to RepSims@pahouse.net
Interns: Must be 18+, some college or college completed preferred.

http://www.pahouse.com/Sims/