



Massachusetts Senate President Karen E. Spilka is seeking motivated individuals to work as ***communications interns*** in her State House office in 2024. Individuals who have completed high school and have an interest in communications, public policy, state government, civic engagement and the legislative process are encouraged to apply. This position is unpaid but may qualify for school credit.

Responsibilities may include:

- Attending communications team meetings and performing administrative tasks for the team
- Conducting background research on major issues and policies in preparation for speeches, press appearances, or meetings
- Researching pending and proposed legislation, policy, and district issues, and drafting constituent and stakeholder correspondence
- Attending legislative briefings, hearings and Senate formal sessions
- Maintaining a schedule for speaking events
- Photo editing and archiving
- Writing daily press clips on current issues in the state and the Senate President's district
- Researching and maintaining a database of press contacts from news outlets throughout Massachusetts
- Uploading press releases, photos, and other updates to the Senate President's website
- Tracking breaking news and other major stories, including interviews with state policy makers

Qualifications:

- Strong written and verbal communication
- Demonstrated interest in public policy or government
- Ability to work in a fast-paced environment and prioritize projects and duties
- Familiarity with Microsoft Office suite
- Comfortable answering phones in an office environment
- Knowledge of or connection to Ashland, Framingham, Holliston, Hopkinton, Medway or Natick is desired but not required
- Spanish, Portuguese, or Russian language skills a plus

To apply, please ***submit a cover letter, resume, and a 1-2 page writing sample*** to Sarah Blodgett at Sarah.Blodgett@masenate.gov with "2024 Communications Intern Application" in the subject line. Learn more at www.karenspilka.com.