Macomb County Board of Commissioners Legislative Internship

The Macomb County Board of Commissioners is seeking a Legislative Intern for the Winter and Spring of 2016. The internship program can be adjusted to fit the needs of the requirements set forth by each student’s higher learning institution. The internship will commence in May and individual availability can be accommodated; working hours are flexible. To be eligible for this internship the applicant must be in good standing at a local college or university and entering junior or senior status in their undergraduate program, a recent college graduate or be a graduate student.

Applications are due by December 1, 2015.

Purpose and Intent:
The purpose of this internship is to provide a student with a broad introduction into the everyday functions of county government, which is a complex organization. A student will walk away with knowledge in legislative affairs, administrative management and government communications. Policy issues in which the intern will be exposed to include: economic development, budget, health services, community services, intergovernmental policies and board operations. It is our desire to provide a student with a valuable experience in the public sector so they are prepared for such a career.

The program will also offer career development benefits such as mentorship and guidance from Board staff, an opportunity to build your career portfolio, and development of existing skills or new skills through specific projects. In addition, networking benefits will be available, as will opportunities to attend meetings and events at which important local and regional issues will be addressed.

The duties of this internship are as follows:
Legislative Affairs:
• Conduct budget analysis by evaluating historical trends, key performance metrics, and benchmarks;
• Assist in developing policy by researching best practices; gathering, and analyzing data; attending meetings with subject matter experts and county employees; assisting in preparing comprehensive reports and documents based on findings; and presenting findings to Commissioners and other county employees.
• Prepare background briefings, policy memos and fact sheets on potential federal, state, and local policies or legislation;
• Draft memos or resolutions on potential or existing federal, state, and local policies and legislation.
Communications:
- Aid in informing citizens and the media of Board news, legislation and events;
- Draft press releases, newsletters and disseminate information through social media;
- Collect, aggregate and organize content related to the Board and Macomb County.

Other possible duties the intern may be called upon for are:
- Communicate with the public and county organizations;
- Aid in the development and implementation of special projects;
- Build event invitation and contact lists. Also, create event materials and promote event attendance and support. This may also include post-event follow up and debrief.

Applicants should possess the following qualities:
- Understanding of public policy and government;
- Interest in Macomb County;
- High degree of professionalism and confidentiality;
- Ability to adapt and work at a fast pace;
- Ability to take initiative and meet deadlines;
- Detail oriented with strong organizational skills;
- Proficiency in using an electronic spreadsheet program for organizing and comparing data; presentation software and word processing software.

Required materials:
- Cover letter
- Resume
- Unofficial transcript
- Letter of Recommendation

Selection Process:
Please email all material to Communications Coordinator Courtney Flynn at Courtney.flynn@macombgov.org. Receipt of all submissions will be confirmed. Qualified candidates will then be contacted to set up an initial interview screening; additional interviews may be scheduled.