January 30, 2015

**Position Available:** Legislative Intern

**Start Date:** February 16, 2015

**Caucus:** Republican

**Description:** An intern would be expected to provide assistance to Representative Daniela Garcia and members of her staff ranging in the areas of legislation, communications, constituent affairs, general office management, and miscellaneous tasks. Some responsibilities will include answering phones, monitoring legislation, research, and written correspondence to groups and individuals within the 90th District. Students will gain valuable hands-on office experience in the fast-paced environment of a House of Representatives office. Hours are negotiable.

**Salary Range:** This is an unpaid position, but college credit is possible. (See your school’s Internship Coordinator).

**Minimum Qualifications:** Previous office experience, letter writing skills, and knowledge of the Legislature and the legislative process is a plus but not required. Computer skills and knowledge of Microsoft Office applications is required. Excellent telephone, written communication skills, and a positive attitude are preferred.

**Deadline:** This position will remain open until filled.

**Please send resume and cover letter to:**

Michigan House of Representatives  
State Representative Daniela Garcia  
Attn: Tori Whiting  
P.O. Box 30014  
Lansing, MI 48909-7514

Or via email to: twhiting@house.mi.gov