

Intern Job Description

Role: Intern
Reporting to: Office Manager
Job Location: TBD

Note: This position may be considered as an entry point toward a career path in political consulting. Person must be a self-starter with a willingness to learn. Non-Disclosure and Non-Compete are required.

Overview

Elite Change Inc. is seeking political consulting talent willing to build a clientele in the Democratic / Progressive market (campaigns, trade associations, and ballot initiatives) and who has the ambition to be a political strategist in a successful, employee-owned political consulting firm.

Our ideal candidate is enrolled in a public or private university or junior college, but eager for new opportunities for professional, business, and leadership growth. You would enter the firm as an interb, working alongside the staff, and with the opportunity to become a Junior Associate within 24 months

Intern Job Summary

We are seeking an energetic, responsible intern to join our growing organization. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how our organization runs.

Intern Duties and Responsibilities

- Answer phone inquiries, direct calls, and provide basic company information; oversee mail deliveries, packages, and couriers
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Assist in preparing information and research materials; create and maintain PowerPoint presentations
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files
- Run general industry related errands
- Manage databases and input information, data, and records
- Research and gather documentation on company position in the industry

- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms; update company calendars
- Attend company functions and networking events
- Shadow multiple office positions and train in a variety of tasks
- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails

Intern Requirements and Qualifications

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Must be 18 years of age
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas