



VOICES OF CONSERVATIVE WOMEN

Supporting fiscal responsibility, limited government and free market principles

VOICES of Conservative Women Senior Internship Description

Employer: VOICES of Conservative Women (VOICES) & VOICESPAC was formed to help train and support the next generation of women leaders and/or candidates at all levels of government who support fiscal responsibility, limited government and free market principles. VOICES will also help educate the general public on causes and issues relating to fiscal responsibility, limited government and free market principles.

Title: Senior Intern (Operations and Research)

Description: VOICES and VOICES PAC are seeking two (2) senior interns to assist with operations and research. This is a paid internship that can provide invaluable experience for students/recent graduates interested in state politics or Political Advocacy Committees.

Duties include, but not limited to:

- Assemble and maintain VOICES and VOICESPAC membership and fundraising lists
- Attend and help coordinate VOICES and VOICESPAC events including fundraisers, candidate meet and greets, candidate support events and candidate interviews, as requested
- Maintain media contacts for National, State Specific Outlets and Local Outlets
- Update social media sights including Facebook and Twitter to increase membership and awareness
- Research National, State and Local candidates seeking VOICES PAC support
- Maintain monthly contact with VOICES PAC elected leaders
- Research local bills and legislative policy regarding fiscal responsibility, limited government and free market principles. Assist in writing position papers on VOICES core issues
- Maintain the VOICES and VOICESPAC calendar
- Review Press Releases on behalf of VOICES and VOICESPAC, as requested



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Requirements: VOICES of Conservative Women National Internship Program provides students with unique practical and educational experiences. We seek interns who are genuinely interested in working to increase the number of elected women to public office and encouraging women to engage in the political process.

The overriding qualification for securing a senior internship position is your willingness to support the organizational goals and mission. Senior interns must have excellent data management skills, ability to proofread, hardworking and a self-starter. Senior intern must also be able to be discrete as senior intern may be asked to help with the endorsement application process, which contains highly confidential information.

Applying

Senior intern applicants must submit the following:

1. Resume and cover letter
2. Minimum of three academic or professional references. References need only be names and contact information.
3. VOICES and VOICES PAC will work with students who wish to seek college credit for the internship. Please indicate if you intend to seek college credit in the cover letter.

For more information about internship opportunities or alternate application submission options please contact the Intern@voicesofconservativewomen.org. Please submit your resume and letter of interest to Intern@voicesofconservativewomen.org or VOICES of Conservative Women PO Box 2514 Maple Grove, MN 55311.

Length: Winter Term and/or Spring Term~ the time commitment will vary from eight (8) to sixteen (16) hours per week, but may require additional hours during peak times. Work hours are flexible based on scheduling needs. Work can be completed at the VOICES office or remotely with approval. Senior Interns will report directly to Jennifer DeJournett, President.

For more information please contact Jennifer DeJournett at email above or 612-460-1870.