**State Representative** **Vanna Howard**

**17th Middlesex District – Lowell & Chelmsford**

**Massachusetts State House**

**24 Beacon St., Boston, MA 02133**

**Contact: Mai Nagabayashi, Legislative Aide**

**Mai.Nagabayashi@MAhouse.gov**

**INTERNSHIP OPPORTUNITY**

**ABOUT THE INTERNSHIP:**

Our office is currently working remotely due to Covid-19, and interns will be working remotely as well. The internship is a learning opportunity to gain experience in a legislative office. It is part time and unpaid. We can work with you should your school allow you to earn course credit or you are able to secure alternative funding. We are flexible on finding the best schedule.

**TASK AND REQUIREMENTS:**

Tasks will be tailored to the intern’s skills and abilities. They may include but are not limited to:

* drafting bill summaries, amendment analyses, bill fact sheets, and testimony
* researching and writing on variety of issues that arise
* developing a community resource guide, including food/meals, housing, legal services,
* oversee the Representative’s social media pages and drafting content
* assisting with tracking legislation and performing related administrative work
* working on a long-term research project on a topic of interest to you

Important qualities for applicants to have and develop include:

* a passion for public service and a desire to make a difference in the world
* strong research and writing ability
* ability to write concisely and communicate effectively
* an eagerness to learn about politics and policy work
* an efficient and organized multitasker
* confidence to ask questions and raise issues

**HOW TO APPLY**:

To apply, please email your resume, cover letter, and a writing sample of 2-3 pages double spaced to mai.nagabayashi@mahouse.gov with the subject line “Internship Application – [Last Name, First Name].” Applications are considered on a rolling basis.