

Larry Hogan
Governor



Kelby Brick
Director

Boyd K. Rutherford
Lt. Governor

**GOVERNOR'S OFFICE OF THE
DEAF AND HARD OF HEARING**

Position Title: Legislative Intern, Non-Paid

Location: Baltimore, MD

Closing date: Friday, December 11, 2015 at 5 p.m.

Internship period: Monday, January 11, 2016- Friday, May 6, 2016

Job Description: The Legislative Intern will observe, learn and support the Maryland Governor's Office of Deaf and Hard of Hearing by performing a variety of duties and participate in varied activities during the 2016 Maryland Legislative session.

The intern will have the opportunity to hone research and writing skills, strengthen communication skills, participate in event coordination, improve networking skills, and apply skills to address real-world issues involving regulatory and legislative issues.

This is a great internship for students in Government, Political Science, Public Affairs/Administration and Law with passion for making a difference in the lives of Deaf and hard of hearing constituents in Maryland.

Responsibilities: Intern responsibilities include drafting letters to constituents, attending committee hearings, writing summary briefs, researching various issues for the staff, and assisting with additional office duties assigned by the office staff. Time will also be spent managing the database used for tracking bills and communicating the status of the database to the staff on a regular basis.

Education and Experience:

Knowledge of the legislative process, organization and procedures;
Ability to perform the essential job functions outlined above;
Ability to work collaboratively with the office staff, key individuals and/or organizations/agencies on legislative-related issues;
Knowledge of computer skills and assistive technology;
Prior experience working in a fast-paced office environment with multiple deadlines; and
Knowledge of Microsoft Office applications, telephone skills, and top-notch writing skills.

Interested candidates should e-mail their cover letter, resume and academic transcript to Deborah Nathanson, Policy Manager at Deborah.Nathanson@maryland.gov by Friday, December 11, 2015.