Government Relations Internship Opportunity

About:

The Illinois Association of Fire Protection Districts is headquartered in Springfield, Illinois. The IAFPD serves 660 members across the state with a mission to protect the interests, rights and privileges of Fire Protection Districts as they may be affected by legislative, administrative, or judicial action. Successful Government Relations internship candidates will learn how the IAFPD interfaces with its fire service partners, the Illinois General Assembly and other non-profit organizations. The intern will have the opportunity to learn from an experienced advocate in a first-class organization, as well as earn front line experience.

Intern Responsibilities:

The Legislative intern will act as an assistant to the Association Administrator. The intern will be paid a stipend for hours worked and/or services rendered to the legislative affairs of the organization. The intern will work on both routine and special projects, which may include but are not limited to:

- Become familiar with IAFPD, its membership, the history and goals, the primary laws in which govern our members, and the ongoing challenges they face as members of local government.

- Assist the IAFPD Lobbyist on research and track related legislation; assist in drafting of legislative summaries and status updates as needed and distribute information to legislators and staff as needed. The duties would include creating bill lists, queries and reports, set up hearing notifications, exporting data for action alerts.

- Learning online bill tracking system using SCISInc.com and ILGA.gov reporting components and the Dashboard system will be utilized regularly for intern tasks.

- Develop materials for distribution for newsletters, blast e-mails, traditional mailings, etc.

Requirements:

- Commitment to IAFPD mission and demonstrate the ability to perform responsibilities listed above;

- High level of comfort in working with people. Honesty, dependability and reliability;

- Applicants must have an understanding and familiarity with Microsoft Office programs.

- Attention to detail, organizational skills, and follow through; and excellent verbal and written communication skills.

Time Commitment:

Internships are available for between 10 – 25 hours a week, depending on student availability and Association needs.

Work schedule is flexible and to be mutually agreed in advance. Internship terms are for one semester at a time. A candidate may serve more than one term if mutually agreed.

To Apply:

Please submit a resume and cover letter by email to:

Cheri Breneman, Association Administrator: cheri@iafpd.org

If you have questions please call our office at 217-525-6620