

Governmental Affairs Internship

Job Requirements:

This internship is geared toward full-time, degree-seeking students in business, public administration, political science, non-profit management, communications or a related field. Applicants must demonstrate a desire to learn, be able to work independently, take initiative and have a professional demeanor. Interns are competitively selected based on their letter of interest and résumé.

Job Description:

Serve as an assistant in the development and implementation of Chamber initiatives under the Government Relations Division. Duties include:

- Reviewing policy news clippings and policy reports related to education, economic development, healthcare, transportation, and workforce development.
- Researching policy data and statistics for the region and the state related to education, economic development, healthcare, transportation, and workforce development.
- Identifying grant opportunities relevant to Chamber Government Relations initiatives.
- Assisting in coordinating meetings between Chamber volunteers and key stakeholders.
- Other administrative duties as assigned.

Date and Hours:

This internship will run from June 1 through August 1, 2010. Interns will be required to complete 10 to 20 hours per week.

Payment:

This is an unpaid internship. Please visit with your academic advisor or the head of your department to discuss the possibility of course credit.

Applicants must submit a letter of interest and a résumé to:

Mica Espinoza, VP of Government Relations
Greater El Paso Chamber of Commerce
10 Civic Center Plaza
El Paso, Texas 79901
Phone: 534-0571

mespinoza@elpaso.org