

# IOWA HOUSE



Democratic  
CAUCUS STAFF

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JANUARY  
TO  
APRIL

COMMUNICATIONS

# INTERNSHIP

APPLICATION  
DEADLINE

DEC. 6,  
2019



# IOWA HOUSE DEMOCRATIC

## APPLICATION REQUIREMENTS

The Iowa House Democrat's communications internship is open to all college students. No specific major is required, but successful candidates must have a desire to learn about government and communications.

### NECESSARY PRACTICAL SKILLS

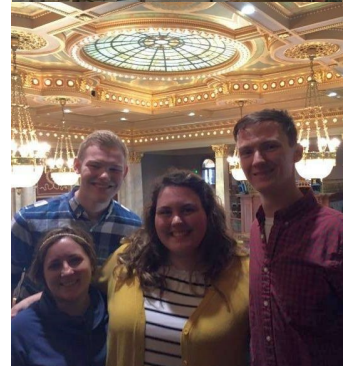
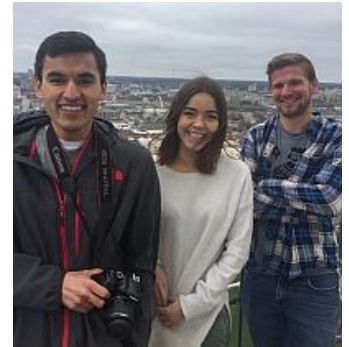
- Excellent writing skills
- Exceptional interpersonal skills
- Basic computer skills
- Organizational skills
- Effective time management
- Professional attitude

### HOW TO APPLY

Submit your resume, cover letter, two references and available hours or class schedule to:  
[Rachelle.Thomas@legis.iowa.gov](mailto:Rachelle.Thomas@legis.iowa.gov).

### QUESTIONS?

**Rachelle Thomas**  
**Deputy Communications Director**  
Iowa House Democratic Staff  
State Capitol  
Des Moines, Iowa 50319  
[rachelle.thomas@legis.iowa.gov](mailto:rachelle.thomas@legis.iowa.gov)  
515-725-2061



**APPLICATION DEADLINE: DEC. 6, 2019**

# COMMUNICATIONS INTERNSHIP



## WHAT TO EXPECT & RESPONSIBILITIES

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Interns will work directly with Democratic members of the Iowa House of Representatives at the Iowa State Capitol in Des Moines during the legislative session. They will assist the communications director and deputy director. The Iowa House Democratic Internship is unpaid but the ability to earn academic credit is available. Below you will learn about the expectations and responsibilities.



### RESPONSIBILITIES

- Press release production and distribution
- Official photography for representatives and constituents
- Newsletter production and distribution
- Website content design
- Video production and editing
- Social media management
- Issue research

### TIME COMMITMENT

Interns do not have set hours but typically are scheduled between the hours of 7:45 am and 4:30 pm. If for academic credit we will work with advisor and class schedule, however we require a 10 hour per week minimum.



### WHERE TO LIVE



It is recommended that interns are located close to the Des Moines area or have reliable means of transportation if commuting from a nearby school. There are plenty of housing opportunities available if relocation is necessary.

### ACADEMIC CREDIT

We offer internships both with or without academic credit. However, for academic credit, internships are determined by the school the intern attends. Students interested in participating should consult their academic advisor with questions, regarding hours required and other requirements.

