



## Political Projects Internship

The State Chamber of Oklahoma is a statewide, nonprofit business membership organization that serves as the leading legislative voice for Oklahoma's business community at the state and federal capitols. We use that credibility and influence to affect legislative change and create a pro-business climate with a statewide, unified voice. We build meaningful coalitions and collaborative partnerships that influence the law-making process. We have the ability to leverage impactful relationships with political leaders to achieve legislative results.

**Hours are flexible and college credit is available, subject to your school or university requirements. Interns can earn up to a \$500 stipend upon successful completion of internship.**

### Requirements:

- College Junior or Senior (must be at least 18 years old and enrolled full time)
- Must be willing to work a minimum of 15 hours per week
- Must possess excellent verbal and written communications skills
- Ability to proofread and edit
- Working knowledge of Microsoft office suite programs, including Excel
- Must be well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

Preferred applicants should exhibit strong organizational, leadership, and communication skills.

### Overview of Internship:

The Political Projects intern will work closely with the State Chamber's Vice President of Political Affairs in day to day activities, research and networking, including:

- Reading and evaluating media about candidates
- Working with state question campaign committees
- Reviewing independent expenditure mail and broadcast pieces
- Compiling micro-targeting data
- Analyzing polling data
- Updating political intelligence reports
- Drafting various communications

- Summarizing campaign finance data
- Tracking activity of candidate campaigns, grassroots organizations, and PACs

The intern will also be responsible for completing a research or special project and doing an end of internship presentation of the results including recommendations to political affairs and government affairs staff.

**Benefits:**

- Networking with industry professionals and business leaders
- Visit the Capitol and legislators
- Gain a practical understanding of campaign finance
- Get an insider's view of political and campaign operations
- Gain valuable work experience in a professional setting

Please apply online at [www.okstatechamber.com](http://www.okstatechamber.com) then send your resume to [tonis@okstatechamber.com](mailto:tonis@okstatechamber.com).