

Broward College Office of Public Policy and Government Affairs

Student Internship Program with Elected Officials

Internship Opportunities with elected officials

Broward College, in partnership with our local, state and federal elected officials, is offering unpaid internships to advance of our students and our community.

Through the Office of Public Policy and Government Affairs, and in cooperation with the Office of Workforce Education, students are placed in the offices of local, state, and federally elected public officials in and around the Broward County area.

Internships are designed to:

- Provide an opportunity for elected officials to mentor future leaders
- Provide students with valuable professional public service experience that will enhance their skills, competencies and classroom experience
- Give students an opportunity to learn first-hand how local, state and/or federal government works
- Provide clearly defined learning objectives

Each Intern works under the close supervision of an assigned staff person or legislative liaison within the office of the elected official. Responsibilities may include, but are not limited to:

- Perform general administrative tasks including managing appointments, incoming mail, filing, mileage logs, travel and other duties as needed;
- Answer and respond to constituent calls; maintain tracking system to ensure follow up;
- Provide staff support
- Create presentations with current software
- Data entry
- Update Social Media sites
- Assist with research on specific topics or projects;
- Gather media articles relating to relevant issues relating to the office's legislative priorities;
- Gather requested information from other government offices or the business community;
- Attend community meetings and events.
- Attend council and other government related meetings.

Work Requirements

- Regular, but flexible work hours of up to 10 hours per week as determined by hiring office
 - Professional business attire
 - Use of elected official office space, desktop computer, and desk phone as authorized by the elected official.
 - All work is subject to Public Records Rules and Regulations
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Intern Applicant Requirements

- Must be a student at Broward College with at least 30 hours with a 3.0 GPA. Students with less a GPA of 3.0 may still apply but must include a letter of recommendation from faculty;
- Have completed a minimum of 15 credit hours;
- Permanent or temporary residency in Broward County;
- Have an interest in government and public service;
- Possess excellent customer service skills;
- Possess strong oral and written communication skills;
- Possess self-motivation and initiative;
- Have working knowledge of Microsoft Office Suite; and

Application Procedure

Interested applicant must complete the Internship/Volunteer for Elected Officials Program Application. In addition to the application, students must submit no later than September 5, 2017:

- Cover letter stating why you are interested in the program;
- Resume ; and
- Letter of Recommendation from faculty (if GPA is less than 3.0) to:

Legislative Intern Program Fall 2017

Broward College
Office of Public Policy and Government Affairs
Sheila Martinez
111 East Las Olas, 5th floor
Fort Lauderdale, FL 33301

Applications are due no later than September 5, 2017. All applications will be reviewed by the Office of Public Policy and Government Affairs and/or the Broward College Career Center.

Questions may be addressed to: GovIntern@broward.edu

Applicants may request internship opportunities with specific elected officials, but placement is not guaranteed.

Applicants are strongly encouraged to review information about the State Representatives and State Senators for whom they wish to work. Information about their committee assignments, sponsored bills, district offices, and more is available at www.flsenate.gov and www.flhouse.gov.

Placement and Orientation

Candidates will be notified of their acceptance at least 5 days prior to the start of the internship. Placement will continue up and until September 20, 2017. No appointments will be made after that date.