INTERNSHIP PROGRAM

Mission Statement: The Nevada State Democratic Party fights for progress in the Silver State. We believe that we are stronger together than on our own, and that America succeeds when everyone gets a fair shot, everyone does their fair share, and everyone plays by the same rules.

Purpose of Internship: To provide students with an engaging and valuable experience within our team and an opportunity to gain an understanding of how a political organization operates on a daily basis.

Please read before applying:
1. Please note this internship is unpaid.
2. All internships require a minimum 15 week commitment with 10-15 hours per week spent in the office. Our regular office hours are Monday to Friday from 9:00 am to 5:00 pm. We allow interns flexibility and involvement in creating their schedules, but we expect interns to commit to it as they would a work schedule.
3. All interns are required to attend a minimum of 5 events (including, but not limited to: canvass launches, voter outreach events, fundraisers, and quarterly State Central Committee meetings). These events are often held outside regular office hours.

Internship Duration:
Spring (end of January to mid-May), deadline to apply is January 12th
Summer (mid-May to August), deadline to apply is April 27th
Fall (mid-August to mid-December), deadline to apply is August 3rd

Internship Positions: We have internship positions with our Administrative (1), Field Organizing (4-6), Finance (2), Research (2), and Communications (2) teams for various semesters.

Descriptions:
Administrative Interns will assist with the daily operations of the organization including, but not limited to: executive scheduling and correspondence, staff coordination, quarterly event planning, drafting and distributing monthly newsletter, donor recognition, fielding telephone calls and greeting office guests.

Field Organizing Interns will assist in all aspects of voter outreach and engagement, voter registration, Caucus preparation, and assistance with other field programs as needed. The tasks associated with this role include: registering voters, engaging with communities and constituency groups, mobilizing voters via canvassing and phone banking, assisting with organizing and operation of party events (such as 2018 caucus, canvass launches, voter registration drives).
Finance Interns will assist our National and In-State Finance team in all aspects of planning and implementing fundraising events including, but not limited to: making fundraising calls; overseeing logistical details; maintaining commitment sheets; and implementing donor follow up plans. Interns will have the chance to attend fundraising events and help on site. Finance Interns will also: research donor history; assist in creation of call sheets; maintain call book and record of receipts from national donors; and assist in resolution of national compliance issues.

Research Interns will assist with various research projects including, but not limited to: analysis of the impact of legislation and regulations; the legislative history of select figures; and campaign finance filings. Interns will have the opportunity both to analyze the records of political/legislative events and assist in the creations of record as well as assist with other research and tracking tasks.

Communications Interns will assist with all functions of the communications team including, but not limited to: compiling and distributing daily news clips; drafting social media content, press releases, statements, and other written materials; planning earned media events; helping the communications director respond to media requests; and other tasks as assigned.

Primary Duties, Responsibilities and Skills of ALL Interns:
- Ability to learn quickly, work independently when needed, and multitask
- Exceptional organization, communication, writing, and problem-solving skills
- Experience with or ability to learn various software programs (Google Applications, Microsoft Office Suite, and Voter Activity Network) and social media networks
- Work well with staff, volunteers, donors, and community partners
- Regular and predictable attendance
- Ability to responsibly handle and complete projects assigned by staff
- Demonstrate professionalism when answering office calls and taking phone messages
- Interest and familiarity with Nevada politics
- Have fun and learn every aspect of how a political organization operates on a daily basis

How to Apply:
1. Submit the following materials to info@nvdem.com:
   - Cover letter that includes: the semester you’re applying for, availability, and your reason for applying to the internship program. Please discuss any relevant experience (professional/volunteer), career goals, and educational achievements.
   - Updated resume or curriculum vitae
2. Once the required materials are submitted, qualified applicants will be interviewed by NSDP staff via phone or in-person.

If you are selected for an internship, you will be contacted by NSDP staff via phone or e-mail.

For any questions or additional information, please contact:
info@nvdem.com
702-737-8683