



## 2020 Montana Democratic Party Internship Job Description

The Montana Democratic Party would like to announce an opening for the position of MDP Intern. This part-time position will work with the Executive Director to help support the administrative needs of MDP. The intern will be encouraged to improve existing systems and to work with the Executive Director to establish a project to be completed at the end of their internship in an area that they are most interested in.

**POSITION TITLE:** Intern

**REPORTS TO:** Executive Director

**LOCATION:** Helena, MT

**PAY & HOURS:** \$500/month for 12 hours/week or \$1320/month for 30 hours/week

### **MDP Intern Duties:**

- Logistical support for staff, as needed.
- Proactively handle any arising issues and troubleshoot any emerging problems related to the workflow of the office.
- Manage internal party contact lists and communication, including monthly calls and meetings.
- Answer incoming calls and assume other receptionist duties.
- Receive and direct visitors.
- Assist with other duties as assigned.

### **Must Have Qualifications:**

- Passion for electing Democrats up and down the ballot.
- Ability to work independently.
- Ability to work on multiple tasks, take direction and find creative solutions to problems.
- Keen attention to detail and highly organized.
- Interest in learning from and assisting the state party staff.
- Excellent written and verbal communication skills. Ability to communicate clearly and proactively.
- Proficiency with Microsoft Office and Google Docs.

Please submit a cover letter, resume and three references to Sandi Luckey, Executive Director, at [sandi@montanademocrats.org](mailto:sandi@montanademocrats.org).