



State of Illinois
Illinois Senate

ELGIE R. SIMS, JR.
State Senator, 17th District

INTERNSHIP JOB DESCRIPTION

QUALIFICATIONS DESIRED: punctual, self-motivated, courteous, focused, professional appearance and conduct, good communication skills (*both verbal and written*), technologically proficient, attention to detail with strong follow through, able to perform under pressure, willing to accept tasks assigned as the situation demands, ability to work in collaboration with other office personnel (*must be a team player*) and while no age criteria exists, someone who is at least a junior in secondary school is preferred.

DUTIES TYPICALLY EXECUTED BY ALL OFFICE STAFF: greeting walk-in visitors, handling phones, meeting with individuals/groups that desire a personal visit with the Senator when he isn't available, attending meetings on the Senator's behalf, facilitating events hosted by this office, monitoring social media, research, correspondence processing (whether standard mail, electronic or fax communication), data entry and any other administrative tasks (copying, filing, etc.), general errands, and ANY/ALL other responsibilities or tasks needed to keep the District Office running smoothly, especially during critical times when business operations extend beyond standard hours/spills over into weekends/negates usual holiday observances, etc.

WORK SPECIFICATIONS: in order to provide both the volunteer intern and our office continuity, a minimum 3 hour shift is to be worked at least one day each week unless officially-scheduled events such as exams/holidays or other requirements/priorities arise (otherwise, sign up for as many days/hours as you wish), and because we anticipate assigning each intern specific duties that expose them to the legislative and constituent service process (such as carrying out the steps necessary to pass a bill: requesting a bill draft, filing the legislation, preparing a bill analysis, submitting a committee hearing request with the attendant documentation, organizing the bill packet which the member will need at the hearing, potentially lining up testimony in favor of the bill, etc.), we generally expect to be contacted only by those desiring to enter the public service arena and/or experience first-hand the operation of our representative form of government.

Application Instructions:

Please forward resume and writing sample to AJ Burse, District Director to State Senator Elgie R. Sims, Jr., via email at: info@SenatorElgieSims.com

Job Location:

District Office

Salary:

Unpaid

Degree Status:
Current Student

Experience Required:
No

Type of Internship:
State Legislative

Comments:
While we view one's studies/career as their first priority, we attempt to assign responsibilities commensurate to skills AND time commitment.