

Paid Internship Available early-January 2016 to mid-April 2016
Maryland Association of Counties
169 Conduit Street, Annapolis, MD 21401

The Maryland Association of Counties (MACo) is seeking a mature undergraduate or graduate student to serve as an intern to assist the Policy Staff (Executive Director, Legislative Director, Legal and Policy Counsel, and Policy Analysts) during the 2016 Maryland General Assembly Session. MACo is a nonpartisan organization that represents the interests of Maryland's 23 counties and Baltimore City.

The association is involved in a variety of policy issues affecting all county governments, including but not limited to: budget and taxation, business affairs, finance and procurement, labor relations, public works, elections, education, environment, planning and zoning, public safety and corrections, and public information and ethics. If applicable, this internship could be eligible for course credit.

QUALIFICATIONS

Specialization in law, political science, public affairs, economics, history or public policy is preferred. Applicant must be self-motivated, possess a level of maturity and interest necessary to initiate and complete research requirements with little supervision, and possess good writing, communication, and computer skills.

Knowledge of state and local government issues and structure is a plus for this position. The MACo office and the General Assembly buildings are located in downtown Annapolis. Walking from MACo's office to General Assembly and government buildings will be required.

SCHEDULE

Internship runs from early January to mid-April, 2016. Our intern ideally will work approximately 20 hours a week, though additional hours may be considered. Day time hours Wednesday through Friday are preferred; however, a limited number of hours on Monday and Tuesday can be worked into the schedule.

RESPONSIBILITIES

- Assist MACo staff with preparation and delivery of testimony and materials
- Assist with signing up MACo staff, elected officials, and other specified individuals to testify at bill hearings
- Draft articles to be posted to MACo's Blog *Conduit Street* summarizing positions on legislation and testimony

- Conduct electronic and library-related research on introduced and proposed legislation, including retrieval of relevant information from bill files in Senate and House committees or the central legislative library
- Conduct follow-up research on legislative and budget issues as required
- Assist with surveys requested by Policy staff, MACo leaders or General Assembly members, as requested
- Attend public bill hearings and budget hearings as needed; writing summaries and analyses for distribution to policy staff and MACo members as directed

COMPENSATION

Stipend or hourly wages will be offered. Parking and other related expenses will be covered.

CONTACT

Interested candidates should contact Leslie Velasco, Administration and Finance Director, at lvelasco@mdcounties.org. Please provide a written statement of interest along with a resume or comparable summary of qualifications. Please include in the subject line of your email "Intern – your name". If you have questions regarding the internship, please contact Andrea Mansfield, Legislative Director, at amansfield@mdcounties.org or 410.269.0043. Letters of recommendation from faculty are encouraged to support the application.

For more information about MACo, please visit the website at: www.mdcounties.org. Or the MACo blog at <http://conduitstreet.mdcounties.org>.