



Paid Internship Available 2018 Maryland General Assembly Session

The Maryland Association of Counties (MACo) is seeking an intern to assist the Executive Director and staff during the 2018 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 areas affecting county government, including but not limited to: budgets, taxation, business affairs, finance, procurement, labor relations, public works, elections, education, environment, public health, planning and zoning, public safety, corrections, public information, and ethics. The internship may include research and writing in any of these areas. The intern will be considered a member of the MACo policy team and will support the advocacy efforts of the team.

If applicable, this internship may be eligible for course credit.

QUALIFICATIONS

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. Specialization in law, political science, public affairs, economics, history, or public policy is preferred.

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 and walking from MACo's office to the General Assembly and government buildings will be required.

SCHEDULE

The internship runs from January to mid-April. The internship includes approximately 20 hours per week, and additional hours may be considered. Weekday daytime hours are required and additional evening hours or work from home may be allowed. The intern will be invited to attend MACo's Winter Conference at the Hyatt Resort in Cambridge, MD, on December 6-8, 2017.

RESPONSIBILITIES

- Conduct research online and at the State’s legislative library on introduced and proposed legislation, including retrieval of relevant information from bill files in Senate and House committees
- Assist MACo staff with preparation and delivery of testimony and materials
- Sign-up MACo staff, elected officials, and other county representatives to testify at bill hearings
- Write articles for MACo’s blog, *Conduit Street*, summarizing positions on legislation and testimony and on other topics of county interest
- Assist with surveys conducted by Policy staff, MACo leaders, or General Assembly members, as requested
- Conduct additional in-depth research on topics as required by the Policy Team
- Track briefing dates and prepare weekly reports on briefing schedule
- Attend public bill hearings, budget hearings, and meetings as needed; writing summaries and analyses for distribution to policy staff and MACo members

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 and 3-10 page writing sample. Include in the subject line of your email “Intern – your name.”

If you have questions regarding the internship, please contact Leslie at 410.269.0043. Letters of recommendation from faculty are encouraged to support the application.

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

DEADLINE

Application deadline is November 10, 5:00 pm. Interviews will begin the following week.