

## **Position Description -- Finance Internship**

Elissa Slotkin for Congress is seeking part time Finance Interns to help re-elect U.S. Representative Elissa Slotkin in Michigan's 8th congressional district. Interns will gain invaluable hands-on experience working closely with the Finance Department. Finance Interns will be assigned a variety of tasks to meet the department's ambitious fundraising goals, and will report to the Deputy Finance Director.

The Finance Internship program is perfect for young people seeking an opportunity to gain real, applicable experience in a top-tier political campaign. The internship program has historically been the main pipeline for paid staff roles.

To apply for this position, please submit a PDF resume, writing sample (e.g. blog post, essay, academic writing, etc.) and cover letter with two references to [jobs@elissaforcongress.com](mailto:jobs@elissaforcongress.com) with the subject line "Fall Finance Intern". Positions will be filled no later than August 18, 2021, and will start August 23, 2021 running through December.

### **Core Responsibilities**

- Perform research on new and potential donors to the campaign.
- Uphold data integrity through database management.
- Assist with all aspects of fundraising events, including preparing invitation materials, maintaining attendance lists, soliciting contributions by phone and email to hit fundraising goals, staffing events, and appropriate follow-up.
- Draft memorandum and other internal materials for the Finance Team.
- Assist with the campaign's thank you program, cleaning data and preparing mailings to ensure supporters are thanked in a timely manner
- Assist with drafting copy for the campaign digital fundraising program
- Interns will have the opportunity to assist with other projects on the campaign according to their interests and at the discretion of the Deputy Finance Director.

### **Qualifications**

- Extremely organized with ability to track multiple priorities at once.
- Effective communicator who can clearly communicate progress to goal as well as strong creative writing skills
- Self-starter with a strong work ethic who is willing to work non-traditional hours.
- The campaign is committed to training the next generation of political leaders in Michigan. Day-to-day work will be performed remotely but applicants must be located in or around Michigan's 8th District for in-person staffing needs as health conditions allow.
- Campaign experience preferred, though not required.
- Must commit to working a minimum of 15 hours per week; preference will be given to applicants who can commit to reliable hours.

### **Compensation**

- Finance Interns will be expected to work a minimum of 15 hours per week and will receive a monthly stipend.

*Elissa Slotkin for Congress is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, political affiliation, sexual orientation, marital status, pregnancy, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.*