

Position Description -- Finance Internship

Elissa Slotkin for Congress is seeking full time summer Finance Interns to help re-elect U.S. Representative Elissa Slotkin in Michigan's new 7th 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 Finance Director for Michigan, the Midwest, and Southern States.

The Elissa Slotkin for Congress 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 and is taken under advisement when applying for future roles with Congresswoman Slotkin .

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 with the subject line "Summer Finance Intern". Positions will be filled no later than May 31, 2022, and will start June 7, 2022, running through August.

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 Congresswoman and 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
- Interns will have the opportunity to assist with other projects on the campaign according to their interests and at the discretion of the 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 assist with campaign events during evening and weekend hours.
- Campaign experience preferred, though not required.

Compensation

- Finance Interns will be expected to work Monday-Friday, 9:00 am-5:00 pm, 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.