



INTERNSHIP PROGRAM OVERVIEW:

This program provides a unique opportunity for hardworking, passionate, future leaders to gain hands-on exposure to county Party politics, strengthen their understanding of the political process, and prepare for political opportunities. In addition to typical intern duties, interns will have the chance to volunteer in community outreach projects, assist at HCDP functions, and attend weekly meetings held by HCDP staff or guest speakers.

Interns will work in one of our four departments: Operations, Fundraising, Organizing and Data, and Elections. Each area offers a unique learning experience, contributing to the success of Democrats throughout Harris County, and ultimately the State of Texas.

Operations interns will learn organizational management systems, in addition to fundraising, communications, and event planning practices. They will:

- Gain exposure to management systems and practices
- Draft emails, press releases, and correspondence; produce blog posts, photos, graphics, and other multimedia
- Assist with planning events, guest lists, event promotion, and on-site execution including set up/break down
- Assist with special projects (i.e. assisting the Candidate Recruitment Committee and Special Events Committee)
- Perform minimal maintenance of the Party website
- Help with tasks in other areas as needed

Fundraising interns will learn the skills necessary to maintain the financial health of an organization the size of the Harris County Democratic Party. They will:

- Maintain database and spreadsheets
- Assist staff with donor/event research, creating call sheets, fundraising calls, and fundraising events
- Prepare mailings and solicitations
- Help with tasks in other areas as needed

Organizing and Data interns will learn how to effectively manage data and field operations, in addition to cultivating volunteers. They will:

- Maintain databases, lists, and calendar (i.e. NGP, VAN, volunteer lists and events)
- Assist with recruiting, training, and managing volunteers to build our volunteer capacity
- Assist with planning and coordination of appreciation events, training sessions, and meetings for volunteers, activists
- Coordinate phone banks, canvassing, voter registration drives, and our field program
- Create scripts and survey questions
- Help with tasks in other areas as needed

Elections interns will learn how Election Judges are secured and how the primary election functions for the Harris County Democratic Party. They will:

- Assist with the Election Judge placement process
- Perform data entry and produce reports



- Procure election and polling location data
- Assist with candidate vetting process
- Assist with notarizing ballot petitions
- Developing mind-mapping processes to cover the 2017-2018 election cycle
- Help with tasks in other areas as needed

INTERNSHIP EVENTS:

- Fall Internship Orientation, Date: Monday, September 4, 2017
- Lunch & Learns, Date: TBD

OVERALL REQUIREMENTS:

- An interest in politics and identify as a Democrat
- Quick to learn
- Flexible schedule
- Ability to work a set schedule
- Attention to detail
- ***Must*** have reliable transportation
- Basic technological proficiency
- Strong verbal and written communication skills
- Ability to work at least 10-20 hours a week Monday-Friday (possibly weekends), in the HCDP HQ office at 1445 N Loop W, Suite 110, Houston, TX 77008

HOW TO APPLY:

The Harris County Democratic Party is now accepting applications for the Fall Internship Program, which will be from **September 4-December 15, 2017**. All applicants are required to submit the following:

- Current copy of your resume
- One letter of recommendation
- A Letter of Interest (300-500 words)

Please apply by **August 18, 2017 at 5 P.M. CT** to be considered. Submit your resume, letter of recommendation, and letter of interest to Dominique Davis, dominique@harrisdemocrats.com with the subject line: "2017 FALL INTERNSHIP: FOCUS AREA—FIRST NAME, LAST NAME." Upon completion of the program, interns will be provided with a letter of recommendation for future endeavors. The Harris County Democratic Party will work with the applicant if needed to gain course credit.

The Harris County Democratic Party is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.

Women and members of historically underrepresented groups are especially encouraged to apply.