INTERNSHIP JOB DESCRIPTION

Position Overview
Representative Sargent is a progressive Democrat who represents the north and east sides of Madison and the village of Maple Bluff. Representative Sargent’s internship program provides valuable civic experience and unparalleled insight into the inner workings of state government. Internships in our office are for the duration of one semester for the spring, summer, and fall semesters, with the option to extend upon completion. Interns in Representative Sargent’s office will receive hands-on training and experience with the Wisconsin State Legislature, leaving our office with practical knowledge and skills in researching and analyzing policy, communicating with constituents, event planning, among a variety of other important tasks.

Our office has an extremely active constituency, and we are a fast-paced, hardworking office that is always looking for new, enthusiastic members of our team who are interested in the policymaking process, government, and politics. This position is overseen and managed by members of Representative Sargent’s staff. Interns should be able to work no less than ten hours per week between the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday.

Minimum Qualifications
We accept interns of all education levels and backgrounds in our office. Although experience in these areas is not required, applying interns should have an interest in politics, government, or policymaking.

Required Experience and Skills
Interns in our office will communicate directly with constituents of the 48th Assembly District, so ideal applicants will have strong interpersonal skills, including listening, patience, and speaking skills. To this end, interns should be willing and able to professionally interact with constituents and other points of contact via both phone and email. Ideal interns will be interested in making progressive legislation and policy, and should be proficient in critical thinking, analysis, and reading comprehension skills. Applicants should be proficient persuasive and informative writers who can synthesize complicated information into an easily understandable form, while also having capacity to write creatively and in a voice that is not their own. Finally, the nature of our work is extremely time-sensitive, so interns in Representative Sargent must demonstrate a sense of urgency and the willingness and ability to work quickly and effectively under pressure.

Duties and Responsibilities
- Answer incoming phone calls and various other administrative office tasks
- Conduct policy research and analysis on legislation introduced in the Wisconsin State Legislature
- Communicate directly with the constituents of the 48th Assembly District via phone and email
- Attend events or meetings in the 48th Assembly District or the State Capitol building
- Stay up-to-date on current events and local and state news
- Update constituent communication records regularly
- Assist in developing Representative Sargent’s website and e-newsletter content
- Perform other various projects as assigned by Representative Sargent’s staff