



Intern

Public & Government Affairs Department

Required Knowledge, Skills and Abilities

The Public Affairs Intern must have knowledge and skill in the area of government affairs, event planning, marketing and communication. The intern must have excellent computer skills in Microsoft Office along with the ability to use a variety of computer and online applications such as desktop publishing software (Adobe and/or InDesign), online content management systems (CMS), and mass emailing. The Public Affairs Intern should possess strong interpersonal, written and oral communication skills, and have experience in public speaking. This person will need to be a self starter, able to handle multiple projects, prioritize, and work under pressure. The intern must also be successful working in a team environment.

Examples of Work

Government Affairs:

- Involved in the day-to-day activities of the agency's government affairs and advocacy program.
- Assist with communicating public policy priorities to state and federal legislators and their staff, community leaders, and MORPC board members.
- Participate in the writing, editing and distribution of MORPC's monthly legislative update.
- Assist with scheduling and preparing for legislative meetings with Congressional and state legislative offices.
- Support the planning of Regional Policy Roundtable meetings. In addition, coordinate the group's logistic needs such as maintaining and recruiting new members, inviting guest speakers, and email correspondence with Roundtable members.
- Write and/or distribute various documents such as letters, testimonies, and briefing papers in order to meet the agency's legislative needs and priorities.

Marketing, Media Relations & Community Outreach:

- Participate in projects that involved working with MORPC's selected graphic design firm and departments for agency outreach pieces including brochures, fliers, advertising, special reports, etc.
- Uphold the MORPC brand by maintaining and following the agency's Style Guide and Graphics Guidelines, assisting staff with following the guidelines, and reviewing materials for adherence.
- Create and proofread power point presentations, brochures, fliers and reports.
- Assist with MORPC's online communications needs including website updates, *Regional eSource* (MORPC's email newsletter), and social media needs.
- Write press releases and contact media to promote MORPC programs, plans, and events.

Special Projects:

- Coordinate special projects as assigned by the Executive Director and Public & Government Affairs Director.
- Perform additional duties as assigned by the Public and Government Affairs Director.

Special Events:

- Participate in the planning and execution of MORPC's annual signature luncheon event - State of the Region.
- Participate in the planning and day-of activities for agency events as requested.
- Represent MORPC at various community events.

Additional Duties:

- Performs other duties as assigned.
- Assist with maintaining files and records for the Public & Government Affairs Department.
- Assist with coordinating Department schedules and meetings.
- Meet and discuss agency issues with the Public and Government Affairs department.
- Actively supports the agency's Affirmative Action Plan, Equal Employment Opportunity, Code of Ethics and other agency policies.

Experience and Training:

This position requires a high school diploma (or equivalent), and the candidate must be at least a sophomore in an undergraduate college program. Preferred majors: public affairs, political science, communications, journalism, or marketing.

Projected to work 25–30 hours per week. Internship ends May 15, 2016.

MORPC is an EOE/AAP employer. Please send resume to or complete an application at MORPC, ATTN: P&GA-1-16, 111 Liberty St., Suite 100, Columbus, OH 43215 or email tclifton@morpc.org.