



## Iowa Senate Majority Fund 2021 Summer/Fall Internship Description

### Position Overview

Iowa Senate Democrats Senate Majority Fund (SMF) is excited to offer internships to interested applicants. Interns will provide vital support to Democratic Senators and SMF staff as we prepare for the 2022 campaign cycle.

### Essential Functions

- Help with clerical responsibilities.
- Complete research projects, including donor research, social media research, and other projects.
- Make recruitment phone calls to volunteers and donors.
- Help staff SMF and member events, including fundraising events.
- Help staff fundraising call time
- Help keep work areas neat and organized to promote a positive image. Use appropriate behavior in keeping with the mission, vision, and beliefs and in accordance with operating procedures and policies.
- Other duties may be required on an as needed basis.

### Minimum Requirements

- Ability to follow instructions.
- Must have strong organizational and communications skills, be a team player, and enjoy working with people without bias or prejudice.
- Professional and trustworthy conduct is required. Must be courteous and respectful.
- Basic computer skills needed as well as knowledge of office equipment. Computer experience with Microsoft Office, Microsoft Word, and the Internet is helpful.

Interns will work directly with members of the Iowa State Senate and SMF staff. At times interns will overhear or be entrusted with sensitive information to complete assignments. Confidentiality must be maintained at all times.

This internship description does not list all potential intern responsibilities. Interns may be asked to perform other duties as assigned by the staff or supervisor. Interns will be evaluated on performance of the projects listed as well as their interactions with SMF employees, volunteers, and members of the Senate Democratic caucus.

The internship will be based out of Des Moines, however remote work is possible for the fall of 2021. Work hours will be negotiated with each individual. Interns will be paid between \$15 per hour and \$20 per hour.

To apply, please email a resume to [senate@iowademocrats.org](mailto:senate@iowademocrats.org).