



JOB ANNOUNCEMENT

Title: Finance Intern

Organization: Iowa House Democrats

Location: Des Moines, Iowa or Remote

Salary: \$15.75/hour (June-September, duration flexible)

The Iowa House Democrats are a full-time political organization dedicated to winning a Democratic majority in the Iowa House of Representatives. The Iowa House Democrats are looking for an hourly finance intern for the summer of 2023 to assist the Caucus Director and Finance Director in database clean up, donor research, and call time preparation and implementation. The ideal candidate will be detail-oriented, self-motivated, have excellent communication skills, and be a quick learner.

Primary Responsibilities:

- Donor research
- Database clean-up in Numero and Action Network to ensure potential donors have correct bio and contact info
- Preparation of call sheets and data entry
- Other duties as assigned

Requirements:

- Proficiency in Microsoft Office and Google Suite programs
- Excellent writing skills and attention to detail
- Ability to meet and set goals in relation to on-going projects
- Access to laptop, and cellphone required

Please email a resume and 2-3 references to Daniela Silva at dsilva@iowademocrats.org with “Finance Intern Application” in the subject line to apply. A cover letter is not required.

The Iowa Democratic Party is an equal opportunity employer and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, family medical status or genetic information, military service, age, national origin, ancestry, marital status, height, weight, creed, economic status or disability.

Please contact Daniela Silva at dsilva@iowademocrats.org for any accommodations you need for the application and interview process.