

GOVERNMENT RELATIONS INTERN

RJL SOLUTIONS

ROLES AND RESPONSIBILITIES

The Government Relations Intern will serve the Government Relations department and report to the Director of Government Relations. The position provides a flexible work schedule and unique experiences in government relations, as well as business and community development.

Duties include:

- Conduct policy research in designated areas and monitor issues and potential regulations impacting each industry in Indiana
- Conduct grant research of available government and foundation grants on behalf of clients to further their successes
- Assist in the implementation of strategic initiatives for clients through policy research, legislative tracking, and other tasks as necessary
- Monitor legislative activities by attending House and Senate committees, both virtually and in-person
- Use Congress.gov and the Hannah-in.com reporting tools (government relations software programs) to track state and federal legislation for clients
- Monitor legislative and regulatory activities to support client's interests and market positions
- Assist in the operational duties of the Government Relations department
- Manage project assignments and meet deadlines
- Take notes at participating meetings
- Other special projects as designated



INFORMATION

-  College
-  Internship - College Credit
-  Government Relations

QUALIFICATIONS

- Current student pursuing a degree in Political Science, Social Justice or related field of study.
- Strong organization and time management skills and ability to prioritize and manage a high volume of detailed work with conflicting priorities in a fast-paced environment.
- High-level research skills.
- Ability to communicate effectively and write in a concise and meaningful manner with accurate and trusted research methods and sources.

ADDITIONAL NOTES

- This position will be based at the Indianapolis office and may involve visits to the Statehouse in Indianapolis.