

# 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 unique experiences in government relations, as well as business and community development.

Duties include:

- Conducting policy research in designated areas and monitoring issues and potential regulations impacting each industry in Indiana
- Conducting 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
- Monitoring of legislative activities by attending House and Senate committees, both virtually and in-person
- Use of Congress.gov and the Hannah-in.com reporting tools (government relations software programs) to track state and federal legislation for clients
- Monitoring legislative and regulatory activities to support client's interests and market positions
- Other special projects as designated



## INFORMATION

-  College
-  Internship
-  Government Relations department.

## 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.

## ADDITIONAL NOTES

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