

IAP Government Services Group
POSITION DESCRIPTION

Position: Government Affairs Intern
Compensation: Experiential Credit Hours upon agreement with Sponsoring Institution of Higher Education.
Term: Minimum six (6) weeks, up to one (1) Academic Year.
Eligible Candidates: Undergraduate or Graduate Students in Political Science, Public Administration, Public Affairs, and/or allied majors, academic programs, or professions.
Location of Duties: IAP Government Services Group, 2740 Airport Drive, Suite 300, Columbus, Ohio 43219
Reports to: Director of Government Affairs

JOB SUMMARY AND DUTIES:

These interns, who would report to the Director of Government Affairs, would be responsible for the following tasks:

- The gathering of political and governmental intelligence, as it relates to the political climate of a given area (Ohio, and/or other states IAP Government Services Group works in, as well as the Federal Government).
 - o This is done via the following means:
 - Searching for and analyzing news articles from, at minimum, the major Ohio daily newspapers, and the major national daily newspapers, as well as the major Ohio weekly newspapers, and other news outlets throughout Ohio.
 - Analyzing election results of a given area as it relates to tax issues.
 - Compiling preparation sheets for meetings held by Account Managers on the Sales Team, that provide an overview of a political subdivision, including key decision-makers and public officials; budgetary information; demographic information; and need of services.
- The preparation and dissection of email marketing campaigns, including the compilation of email lists, the preparation of analytics, and the compilation of the lists of those who read the email in order to provide information to the Account Managers.
- Working with Account Managers on the Sales Team to set-up meetings with public officials, whether in person, or via electronic means.
- Working with the Director of Government Affairs to analyze and monitor key pieces of legislation, policy actions, budgetary matters, and/or other relevant items at the local, state, and federal levels of government.
- Any and all other tasks that may be assigned as necessary.

Hours will be 8:30 AM – 5:00 PM, Monday through Friday, except for days declared by the corporate senior leadership as days of office closure or early release.

Interns will be expected to dress in a manner that is reflective of a professional business environment.

SKILLS AND PREREQUISITES:

- Strong interpersonal communication skills; strong writing abilities (A writing sample will be required);
- Proficiency in the Microsoft Office Suite, including Excel, Word, and Power Point;
- Strong research skills – especially as it pertains to policy and budget (in general), as well as the governmental structure of other States.
- Knowledge of state and local government in Ohio, including the Budgetary and Legislative Processes;
- Knowledge of Federal Government Bureaucracy and the Budgetary and Legislative Processes.
- Understanding of multiple platforms of communication, including video and teleconference, and email marketing.

INQUIRIES SHOULD BE SUBMITTED TO:

Andrew C.M. Mizsak, M.A.P., MBM

Director of Government Affairs and Federal Sales

E-Mail: amizsak@iap-gsg.com