



WASHINGTON STATE
"Your employer of choice"

Office of the Governor
Olympia, Washington

NOW HIRING

Positions: close March 10, 2017

GOVERNOR'S LEADERSHIP ACADEMY 2017 (SUMMER SESSION)

EXEMPT RECRUITMENT

The Office of the Governor is a non-represented agency. If you have applied for the Governor's Leadership Academy previously, and are interested in this position, please reapply.

Please Note: Application review begins immediately and will continue on an ongoing basis until an adequate pool of candidates is established. Therefore, it will be to the applicant's advantage to submit materials as soon as possible.

- **Start dates:** Interns may begin their 10 week program on May 30 or June 26.
- **Location:** The program is based in Olympia, WA or Washington DC.

SALARY and BENEFITS

Interns will earn \$15.00 an hour, for their 28 hours/week (4 days/week, 7 hours/day). No benefits are available. Course Credit: College course credit may be available. We will work with students' academic institutions to help them earn any academic credits for which they may be eligible.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications. Also, please indicate which department you are most interested in interning.
 - Boards of Commissions
 - Communications
 - Constituent Services
 - Office of General Counsel
 - International Relations and Protocol
 - Washington DC Office
2. A current resume detailing applicable experience and education
3. One short writing sample



Please send completed application packets by mail or email to:

Office of the Governor
Attention: HR
PO Box 43113
Olympia, WA 98504-3113
Email: OFMHR@OFM.WA.GOV

For more information about this position, please email internships@gov.wa.gov. Please, no telephone calls.

POSITION DESCRIPTION AND DUTIES

The Governor's Leadership Academy is a unique internship program for currently enrolled college and graduate students to gain a hands-on learning experience in the Governor's office.

The Inslee Administration is looking for innovative, forward-thinking individuals who are committed to public service and who want to develop their leadership and public policy skills in a dynamic environment.

Internship Opportunities - Interns may be placed with the following departments within the Governor's Office:

Boards and Commissions

Boards and commissions are designed to give citizens a voice in their government and provide a means of influencing decisions that shape the quality of life for the residents of our state. Washington State has 200+ boards and commissions to which Gov. Inslee appoints citizen members. Interns will assist the Director of Boards and Commissions in the fulfillment of office responsibilities including, but not limited to: soliciting, receiving, organizing, processing and responding to applications, assisting in outreach to board and commission members and researching board functions.

Communications

The Communications office works with the media to keep Washingtonians up to date on what's happening in Gov. Inslee's office. An intern in the Communications office will assist with creating social media content, drafting press releases and speeches, assisting with media events, media tracking and other related duties as assigned.

Constituent Services

The Constituent Services division receives and processes 80,000 to 100,000 contacts each year. Interns will assist with research, data entry, constituent responses, agency referrals and ceremonial letters from the Governor and other duties as assigned. Constituent Services interns are expected to have a high level of interpersonal, writing and research skills.

Office of General Counsel

The Governor's General Counsel provides a variety of legal advice to the Governor and the Governor's staff, including advice on judicial appointments; clemency petitions; executive orders; legislation; and ethics. Interns and externs will assist with legal research, writing and other duties as assigned. Internships in this department are intended for law students.

International Relations and Protocol

The Governor's office meets and hosts numerous international dignitaries every year, and it also participates in periodic international trade missions. Interns who work with the International Relations Director will assist with preparing briefings, correspondence, protocol, event coordination and other duties as assigned.

Washington, DC Office

Interns in the Washington, DC office will have a unique opportunity to assist the Director of the Washington, DC Office with projects related to the Governor's federal agenda and will promote Washington interests in the nation's capital. Interns will assist with research, tracking developments in Congress and federal agencies, preparing briefing memos, scheduling and other duties as assigned.

QUALIFICATIONS AND CORE COMPETENCIES

Preferred/desired qualifications

- Outstanding verbal, written and leadership skills
- Ability to handle multiple priorities and meet established deadlines
- Ability to work well and creatively, in a team environment and independently
- Good judgment, ability to manage sensitive situations, professional and highly personable
- Committed, with a passion for public service

The Office of the Governor is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.