



WASHINGTON STATE
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Office of the Governor
Olympia, Washington

NOW HIRING

This recruitment will close on February 11, 2019

GOVERNOR'S LEADERSHIP ACADEMY 2019 (SUMMER SESSION)

EXEMPT RECRUITMENT

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

Please note:

- If you are already a college graduate or will graduate by summer 2019, you are not eligible for the program.
- Application review will begin immediately and 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 ten-week program on either June 3, 2019 or June 17, 2019.
- Locations: Olympia, Washington or Washington, D.C.

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 want to develop their leadership and public policy skills in a dynamic environment.

Internship Opportunities

Boards and Commissions

Boards and Commissions 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 Governor 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 boards and commission members; and researching board functions.

Communications

The Communications Office works with the media to keep Washingtonians updated on what is happening in Governor 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 perform 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 also participates in periodic international trade missions. Interns who work with the International Relations Director will assist with preparing briefings and correspondence, protocol, event coordination and other duties as assigned.

Washington, D.C. Office

Interns in the Washington, D.C. office will have a unique opportunity to assist the Director of the Washington, D.C. Office with projects related to the Governor's federal agenda and 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.

RUTH WOO FELLOWSHIP OPPORTUNITY

One Governor's Leadership Academy student will be selected as a Ruth Woo Fellow. This fellowship is named after a revered community mentor dedicated to public service for historically disadvantaged populations and empowerment of the next generation of emerging leaders. In addition to the Governor's Leadership Academy experience, the Ruth Woo Fellow will have an opportunity to make important connections with community leaders, organizations and public officials representing the spirit of Ruth Woo's life and legacy.

To be considered for this opportunity, students must apply for one of the Leadership Academy positions in the Governor's Olympia office. They must submit the Leadership Academy application materials and include in their letter of interest specific reasons why they would like to be selected as the Ruth Woo Fellow within the Governor's Leadership Academy. [Learn more about the Ruth Woo Fellowship opportunity here.](#)

QUALIFICATIONS AND CORE COMPETENCIES

Required Qualifications

- Currently enrolled college, graduate students, or law students with an expected date of graduation after summer 2019.
- Ability to work 28 hours/week (4 days/week, 7 hours/day) for a period of 10 weeks.

Desired Qualifications

- Outstanding communication and leadership skills.

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

SALARY AND BENEFITS

Interns will earn \$15 an hour. No benefits are available. College course credit may be available. We will work with academic institutions to help students earn any academic credits for which they may be eligible. Interns will be provided with a free Intercity Transit pass for the duration of their internship.

PROCESS

Top candidates will be contacted directly to interview for this program. 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 in this announcement.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications as well as your expected date of graduation. Please indicate which department you are most interested in interning:
 - Board and Commissions
 - Communications
 - Constituent Services
 - Office of General Counsel
 - International Relations and Protocol
 - Washington, D.C. Office
2. A current resume detailing applicable experience and education.
3. A short writing sample (2-3pgs) describing how you would bring a unique, diverse voice to the Governor's Leadership Academy, Class of 2019 and what you hope to gain from the experience.



Please send completed application packets by mail, fax or email to:

Office of the Governor
 Attn: HR
 PO Box 43113
 Olympia, WA 98504-3113
 Email: ofmhr@ofm.wa.gov
 Fax: 360-586-0051

For more information about this program, please email internships@gov.wa.gov. No telephone calls, please.

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.