



WASHINGTON STATE  
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Office of the Governor  
Olympia, Washington

**NOW HIRING**

Positions: close January 12, 2018

## OFFICE OF CORRECTIONS OMBUDS Legislative Communications Intern

### EXEMPT RECRUITMENT

The Office of the Governor is a non-represented agency. If you previously have applied for a position with the Governor's Office 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:** Rolling
- **Location:** The program is based in Olympia, WA

### SALARY and BENEFITS

This internship is unpaid, without the provision of benefits. The expectation is that the intern will work 10 – 12 hours a week and can work remotely. 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.

Students will also receive the benefit of learning about the corrections system, incarcerated population rights, the work of an Ombuds, etc.

### PROCESS

Top candidates will be contacted directly to interview for this program. Because 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.
2. A current resume detailing applicable experience and education.
3. Example of communications work, including sample flyers and/or newsletters.

**Please send completed application packets by mail or email to:**

Email: [joanna.carns@gov.wa.gov](mailto:joanna.carns@gov.wa.gov)



## POSITION DESCRIPTION AND DUTIES

Washington's legislature established an independent, impartial office to resolve inmate complaints, and to strengthen procedures and practices that lessen the possibility of actions occurring within the Department of Corrections (DOC) that may adversely impact the health, safety, welfare and rehabilitation of incarcerated individuals.

The purpose of the Office of Corrections Ombuds is to provide information to inmates and their families; promote public awareness and understanding of the rights and responsibilities of inmates; identify system issues and responses for the Governor and the Legislature to act upon; and ensure compliance with relevant statutes, rules and policies pertaining to corrections facilities, services and treatment of inmates.

The Legislative Communications Intern will be responsible for ensuring regular communication with legislators regarding the Office of Corrections Ombuds, including:

- Conducting a survey of all Washington legislators to determine their interests in corrections and providing a detailed inventory;
- Regularly sharing articles and reports of interest to legislators based on the above inventory;
- Setting up meetings with key legislators;
- Attending legislative committee hearings and providing information back to the office.

Depending on time, interest, skills, and abilities, the Legislative Communications Intern may be able to initiate and implement special projects.

## QUALIFICATIONS AND CORE COMPETENCIES

### Preferred/desired qualifications

- Outstanding communication skills, including graphic design.
- 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
- Working knowledge of Microsoft Suite
- A current transcript with G.P.A. of at least 3.0; if no GPA is available, then a strong letter of recommendation from a faculty member regarding strength of academic abilities.

*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.*