

## **GOVERNMENT RELATIONS INTERN**

### **POSITION:**

Metro Cities (Association of Metropolitan Municipalities), a lobbying organization that represents cities in the seven-county metropolitan area at the Legislature and Metropolitan Council, is seeking an intern from late January to late May 2024. This position is designed to provide recent graduates from undergraduate or graduate programs the opportunity to work with Metro Cities staff on its legislative agenda. Applicants should possess an interest and general understanding of state legislative policy issues.

### **DUTIES:**

Assist Metro Cities staff with implementation of its 2024 legislative agenda  
Track legislative bills and issues  
Assist with weekly newsletter writing and editing  
Research legislative and policy issues relating to legislation and legislative activity  
Assist with updating website content  
Other duties and projects as assigned

**Salary Range:** \$17.00 per hour

### **Requirements:**

BA/BS degree  
Excellent writing skills  
Ability to multi-task, organize and prioritize workload  
Strong research skills  
Must be self-directed, able to work with minimal supervision  
Must be able to work full time, including late or weekend hours as needed  
Proficiency with computer, software programs and Internet

**Send resume and cover letter by Friday, November 17, 2023 to:**

Jennifer Dorn, Office Manager  
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