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
Metro Cities
145 University Avenue West
St Paul, MN 55103
[jennifer@metrocitiesmn.org](mailto:jennifer@metrocitiesmn.org)