

GOVERNMENT RELATIONS INTERN

POSITION:

Metro Cities (Association of Metropolitan Municipalities), a lobbying organization that represents cities in the seven-county metropolitan area at the Executive Branch, MN State Legislature and Metropolitan Council, is seeking an intern from mid-January through late May 2025. This position is designed to provide recent graduates from undergraduate or graduate programs with the opportunity to work with Metro Cities staff on its 2025 legislative agenda. Applicants should possess an interest in and general understanding of state legislative policy issues.

DUTIES:

Assist Metro Cities staff with:

- Tracking legislative bills and issues
- Weekly newsletter writing and editing
- Researching issues relating to legislation and policy activity
- Assisting in setting meetings with legislators
- Assisting with updating website content
- Other duties and projects as assigned

Salary: \$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 November 1, 2024 to:

Jennifer Dorn, Office Manager
Metro Cities
145 University Avenue West
St Paul, MN 55103
jennifer@metrocitiesmn.org