Federal Relations Summer Internship

Lockridge Grindal Nauen P.L.L.P. [employer.htm?sEmployerId=27f9160fd53a01cb5866019f0d81919a]

Position Status: Full Time
Position Type: Internship

Work Schedule: 8:30am-5pm Mon-Fri
Location: Washington, District of Columbia

Job Description

The Lockridge Grindal Nauen P.L.L.P. Federal Relations Group is seeking interns for its Washington, D.C. Office for the summer. Dates of the internship are flexible, but ideally we are looking for someone who is available from May through August.

Responsibilities (in approximate order of time commitment):

Assist government relations specialists with daily client management including:

Schedule and prepare briefing material for congressional meetings

Perform background research on a variety of public policy issues

Draft and assist in preparing memos, event summaries, and final report summaries

Additional long-term projects as directed

Perform and manage general administrative and office management tasks

Prepare for and attend Congressional hearings, briefings, and related events
Plan and implement various Congressional fundraising events

Lockridge Grindal Nauen P.L.L.P. Federal Relations Group is located in the firm’s Capitol Hill offices in Washington, DC, one block away from the United States Capitol. The Federal Relations Group monitors public policy developments and deliberations in order to inform and influence decision-making by the legislative and executive branches.

**Desired Start Date:** 01/09/2017  
**Job Function(s):** Consulting, Administrative/Support Services, Public Service/Policy/Politics

**Qualifications**

Excellent written, organizational, and oral communications skills

Strong in-depth research skills

Familiarity with Microsoft Windows Operating system

Proficiency in Microsoft Word, Excel, and PowerPoint – Graphic design skills a plus

Knowledge of website development and maintenance tools

Flexibility and willingness to learn new procedures and computer programs

**Degree Level:** Bachelor of Arts, Bachelor of Business Admin, Master of Arts, Master of Science, Master-Business Administration

**Desired Class Level(s):** First Year, Sophomore, Junior, Senior

**Application Details**

**Application Deadline:** 05/30/2017  
**Employer:** Lockridge Grindal Nauen P.L.L.P.  
**Contact Name:** Vince Spinner  
**Apply by Email:** vmspinner@locklaw.com

**Requested Materials and Documents**

The employer has requested the following documents or materials be submitted with applications.

**Required:** Resume, Other Documents  
**Requested:** Cover Letter

**Material/Document Notes:**  
Two Phone Numbers or Emails for References
Posted On: 12/19/2016
Application Deadline: 05/30/2017
Contact: Vince Spinner

Apply via email
Follow instructions listed under Application Details

TommieCareers

UST Students and Alumni may access, save, and apply to postings; search by keyword, academic major, and location; view employer profiles; and receive automatic notifications.

LOG IN (HTTPS://STTHOMAS-CSM.SYMPPLICITY.COM/STUDENTS/INDEX.PHP?MODE=FORM&S=JOBS&SS=JOBS&ID=E04CC9A99A2C1DD3F20B35B4B582783F)

Find Similar Opportunities

Posted under:
- Consulting (searchresults.htm?jobFunction=consulting)
- Administrative/Support Services (searchresults.htm?jobFunction=administrativesupportservices)
- Public Service/Policy/Politics (searchresults.htm?jobFunction=publicservicepolicypolitics)

Share This Opportunity
Please note: Positions are submitted directly by the employer and are not pre-screened by the Career Development Center. Posting on this site does NOT indicate an endorsement of the employer by the University of St. Thomas. Neither the University, nor the Career Development Center, assumes any responsibility whatsoever for inaccurate or misleading information, nor does the presence of a posting on this site indicate the position is appropriate for any student. Employers posting positions are asked to abide by posting guidelines (http://www.stthomas.edu/careerdevelopment/employers/tou/). Job seekers should avoid positions requesting financial information and monetary payments/exchanges including checks, cash, or money orders as they are most likely a scam. As with any job posting site, applicants should research potential employers (http://libguides.stthomas.edu/content.php?pid=176186&sid=1483504) before applying. Please report any concerns with a particular posting or employer to the St. Thomas Career Development Center (http://www.stthomas.edu/careerdevelopment/contact/).

This public job and internship board receives updates from TommieCareers (http://tommiecareers.stthomas.edu) every 1-2 hours. Changes made to positions posted in TommieCareers will be reflected during the next scheduled update. Check Status (status.htm).