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Federal Relations Summer Internship

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

Position Status: Full Time

Work Schedule: 8:30am-5pm Mon-Fri

Position Type: Internship

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 [mailto: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

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