



NASS
National Association
of Secretaries of State

Contact: Kay Stimson
Director of Communications
202.624.3528
nass@sso.org
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Summer 2009 Communications Internship Position for Exceptional Graduate/Undergraduate Student: National Association of Secretaries of State

Organization: National Association of Secretaries of State (NASS)

Location: 444 N. Capitol St., NW - Suite 401, Washington, DC

Website: www.nass.org

Timeframe: June 2009 to August 2009 (negotiable)

Compensation: Yes – compensation is based upon availability and experience

Ready to boost your resume, work with top elected officials around the U.S. and join a great association team for the summer? The National Association of Secretaries of State (NASS), the nation's oldest, nonpartisan professional organization representing elected and appointed leaders in the 50 states and U.S. territories, is seeking a Communications Intern to work in our Washington, DC headquarters for summer 2009. We are a Metro-accessible office (1 ½ blocks from Union Station) within a short walking distance of the U.S. Capitol.

The Communications Intern will assist the Director of Communications and the Executive Director with all aspects of the association's public outreach and marketing efforts, including but not limited to: Web site updates, news releases, congressional testimony, issues surveys and summer conference materials. Duties will focus on researching, writing, editing and assisting with the promotion of NASS messaging and survey research, particularly via the Web. Specific examples may include: researching and writing for our monthly newsletter, preparing periodic news and hearing summaries, creating, posting and updating content on the association's Web site, conducting and compiling research regarding state office issues, drafting testimony for state officials representing NASS before Congress and drafting news releases and state survey summaries.

This paid position also offers the possibility to assist with conference planning and promotion in relation to the NASS 2009 Summer Conference on July 16-19 in Minneapolis, Minnesota. Responsibilities include compiling remarks and resources for NASS leadership at the organization's annual summer conference and managing the update of the conference Web page.

We are happy to work with your college or university to facilitate school credit for your internship.

Qualifications:

Major or concentration in communications or marketing-related field with minimum 3.2 GPA (interest in state government and issues related to the office of Secretary of State also desired) – graduate students preferred, but exceptional undergraduates will be considered; experience with news writing and editing, including ability to write for various media (experience with Web content creation is highly preferred); Internet research skills; professional demeanor with superior written, verbal and listening skills; ability to work independently, meet deadlines and multitask as part of a collegial, small-team environment.

To Apply:

Interested applicants should email a letter of interest, resume and two brief writing samples by no later than May 1, 2009 to: nass@sso.org.