



## MASSACHUSETTS HOUSE OF REPRESENTATIVES

**Position:** Intern, Office of State Representative Brandy Fluker Oakley, 12th Suffolk District

**Location:** Boston, MA

### AGENCY OVERVIEW

The Massachusetts House of Representatives (“House”) is comprised of 160 independently elected Members, each representing a district of approximately 43,000 people. The House meets year-round in either formal or informal sessions. The House is led by the Speaker of the House who is elected by the Members.

### ABOUT THE 12TH SUFFOLK DISTRICT

The 12th Suffolk district is one of 160 districts in the Lower House of the Massachusetts General Court. The 12th Suffolk district covers parts of: Mattapan, Dorchester, Hyde Park, and Milton. The district is both economically and racially diverse and rich in community assets. Representative Fluker Oakley’s vision for her office’s work with its constituents is one that values partnership and collaboration in order to drive results for the communities of the 12th Suffolk.

### OVERVIEW OF ROLE AND RESPONSIBILITIES

We are seeking dedicated interns for this winter and/or spring (January-May depending on the applicant’s schedule) to lead on various projects for The Representative. *There will be an intern kick-off celebration on Jan. 21st at 3 p.m., but the inability to join the kick-off does not prevent intern participation.*

Responsibilities for the selected intern include:

- Provide administrative support to the Representative;
- Manage highly confidential and sensitive materials to ensure discretion and appropriate action;
- Research, track, and analyze key legislation and budget items;
- Manage communication for the office, including written materials (e.g., correspondence, press engagements, testimony, advocacy materials) relating to legislation and budget, and social media management.

Some examples of projects for winter and/or spring interns are listed below:

### Social Media

Rep. Fluker Oakley maintains an active social media presence where she interacts with many constituents, other elected officials, and key advocacy groups. She hopes to continue to publish key information to communicate important programs and services to constituents, and to facilitate political messages to promote important policy campaigns. She seeks interns who are creative and have strong communications backgrounds to help to create these social media posts. This is an ongoing project that requires responding to evolving daily occurrences and responding



## MASSACHUSETTS HOUSE OF REPRESENTATIVES

to current events. The project will include creating visual graphics, editing videos, and writing political statements.

### Outcomes:

- Develop and maintain a social media plan to proactively prepare future posts
- Multiple, consistent social media posts for Facebook, Twitter, and Instagram
- Developing visual graphics and editing videos
- Expand Representative Fluker Oakley's social media following; develop relationships with other key advocates; and promote important policies through social media platforms.

### Timeline and time capacity:

- Ongoing weekly through May 31st (flexible depending on school schedule)
- 10-15 hours per week

### **Legislative/Policy**

The Representative has filed thirteen bills, and cosponsored many more. Additionally, Rep. Fluker Oakley reviews and considers countless pieces of legislation on a consistent basis. This intern project will include developing political strategy and advocacy for the Representative's legislation, and it will also entail evaluating and analyzing bills to recommend whether the Representative should support or oppose them. For this intern project, the Representative seeks an intern who is interested in detailed-oriented policy work and closely tracking legislation.

### Outcomes:

- Evaluations, summaries, and analysis of legislation being considered by the House of Representatives
- Developing testimony, fact sheets, and summaries to support Rep. Fluker Oakley's priorities
- Maintain Rep. Fluker Oakley's strong and active legislative agenda

### Timeline and time capacity:

- Ongoing weekly through May 31st (flexible depending on school schedule)
- 10-20 hours per week

### **Constituent Services and Communication**

Rep. Fluker Oakley takes her responsibility to make sure that our government processes work well for her constituents seriously. She is very responsive and diligent in responding to constituents' requests for assistance. This intern project will help to field and respond to constituent requests and opinions. Those responses will include connecting and resolving issues that constituents experience, and tracking the office's progress on those constituent cases. It will also include writing responses and templates to respond to common constituent opinions expressing the Representative's views on various issues. In addition to providing key direct



## MASSACHUSETTS HOUSE OF REPRESENTATIVES

---

services directly to members of the community, resolving constituent issues is one of the most important ways that legislators stay informed about what problems need to be fixed, and which areas of government need to be improved.

### Outcomes:

- Respond to and resolve both novel and consistent constituent service requests
- Draft communications to respond to constituent opinions and create templates for common issues
- Develop connections with other elected and appointed government officials to provide constituents with assistance
- Develop ideas to resolve persistent problems that require policy solutions
- Maintain confidential and sensitive data

### Timeline and time capacity:

- Ongoing weekly through May 31st (flexible depending on school schedule)
- 10-15 hours per week

### **Hate Crimes Research**

Representative Fluker Oakley has been appointed to the Massachusetts' Hate Crimes Task Force. As such, she is seeking an intern to focus on this issue, which will require understanding the problem, evaluating proposed solutions, and making recommendations for potential policy solutions. This project will require researching Massachusetts' hate crime laws and proposed legislation, comparing other state's policies and results, learning advocates' positions, and tracking progress within the Massachusetts' Hate Crimes Task Force.

### Outcomes:

- Memo discussing recommended hate crimes policy proposals
- Research existing solutions offered by advocates and policymakers
- Goal: developing a nuanced policy solution to improve Massachusetts' hate crimes laws.

### Timeline and time capacity:

- estimated 6-8 weeks; no later than April 1st
- 10-20 hours per week

### **Early Education and Care Economic Review**

Representative Fluker Oakley has been appointed to the Massachusetts' Early Education and Care Economic Review Commission. This ongoing commission conducted some hearings before Rep. Fluker Oakley's appointment, and these hearings have been archived. The Representative would like for an intern to take notes on these hearings, and to share thoughts and recommendations prompted by these hearings.



## MASSACHUSETTS HOUSE OF REPRESENTATIVES

---

### Outcomes:

- Make policy recommendations about issues related to the commission
- Share details and thoughts on past hearings
- Conduct research related to Early Education and Care

### Timeline and time capacity:

- estimated 4-6 weeks; no later than March 15th
- 10-15 hours per week

### External Relations

Rep. Fluker Oakley is developing and fostering relationships with various political actors in Massachusetts. Building partnerships with those with shared legislative priorities requires attention and effort. She seeks an external relations intern to work closely with her to grow her network in a strategic manner to accomplish her legislative goals.

### Outcomes:

- Research and analyze key political players
- Develop messaging and external communications
- Draft monthly newsletter
- Support and organize event planning

### Timeline and time capacity:

- Ongoing weekly through May 31st (flexible depending on school schedule)
- 10-20 hours per week

### Community Cabinet

Democracy is important to The Representative. She desires to have two-way communication with her constituents about what's happening in the State House, community perspective, input, and creation for policy ideas. To that end, The Representative created a Community Cabinet, which meets monthly to serve as her cabinet or community advisory board. This project includes planning for and attending the monthly meeting and managing all follow-up from the meeting.

### Outcomes:

- Create meeting agendas and prepare powerpoint slides
- Sending reminder emails and managing meeting logistics
- Manage follow-up

### Timeline and time capacity:

- Ongoing weekly through May 31st (flexible depending on school schedule)
- 10-15 hours per week



## MASSACHUSETTS HOUSE OF REPRESENTATIVES

---

### APPLICATION MATERIALS

If you are interested in interning for Representative Brandy Fluker Oakley this winter and/or spring, please email your **resume**, and short responses to the following questions to my Legislative Counsel, Chris Westfall at [Chris.Westfall@MaHouse.gov](mailto:Chris.Westfall@MaHouse.gov).

- 1) Please provide four to six sentences on how you believe this experience will have an impact on your professional development.
- 2) Although no intern's role or work will be limited to one category, please indicate which of the projects (or multiple projects) listed that you prefer to focus on for your internship. Please also include one or two sentences, explaining the reason for your preference.
- 3) How many hours per week are you available, and what start and end dates would you prefer for your internship?