MASSACHUSETTS HOUSE OF REPRESENTATIVES

Position: Intern, Office of State Representative Brandy Fluker-Reid, 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-Reid'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 the fall, winter, and spring (September - May) depending on the applicant's schedule) to lead on various projects for The Representative. We also accept intern applicants for the summer (June-July),

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-Reid 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 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-Reid'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-Reid 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-Reid's priorities
- Maintain Rep. Fluker-Reid'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-Reid 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 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

External Relations

Rep. Fluker-Reid 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

APPLICATION MATERIALS

If you are interested in interning for Representative Brandy Fluker-Reid, please email your **resume**, and **short responses** to the following questions to Shane.Beckmann@mahouse.gov. Applications will be considered on a rolling basis.

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?