



# The Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES  
STATE HOUSE, BOSTON, MA 02133-1054

## **BRANDY FLUKER-REID** STATE REPRESENTATIVE

12th Suffolk District

STATE HOUSE ROOM 136  
TEL: (617) 722-2800  
Brandy.FlukerReid@MAHouse.gov

### Committees:

Judiciary  
Vice Chair

Ellen Story Commission on Postpartum  
Depression  
House Chair

House Committee on Operations,  
Facilities and Security

Joint Committee on Cannabis Policy

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

**Location:** Boston, MA

**Compensation:** Unpaid Internship

## **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 district covers parts of Mattapan, Dorchester, Hyde Park, and Milton. It is economically and racially diverse and rich in community assets. Representative Fluker-Reid’s vision for her office’s work with constituents values partnership and collaboration to drive meaningful results for the communities of the 12th Suffolk.

## **OVERVIEW OF ROLE AND RESPONSIBILITIES**

The Office of Representative Fluker-Reid seeks dedicated interns for the fall, winter, spring (September–May, depending on the applicant’s schedule), and summer (June–July) terms. Interns will lead on various projects in support of the Representative’s legislative, communications, and constituent service work.

## **Interns may apply for one of the following three focus areas:**

1. Legislative & Office Administration
2. Social Media and Communications
3. Constituent and Community Engagement

*Continue for more detailed information.*



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## **Legislative & Office Administration Intern**

**Focus:** Supporting policy and operational work of the office

Responsibilities Include:

- Tracking the Representative's legislation and monitoring progress on key bills
- Assisting with preparing and filing budget amendments
- Drafting testimony, letters of support, and other legislative correspondence
- Monitoring office email accounts for key communications and timely follow-up
- Identifying efficiencies to strengthen workflows and reporting to the Legislative Director

**Ideal For:** Students interested in state government, public policy, or legislative processes. Offers hands-on exposure to real-time policymaking and office operations.

## **Social Media & Communications Intern**

**Focus:** Shaping the public-facing work of the office

Responsibilities Include:

- Maintaining and updating the office's social media calendar
- Creating engaging content across platforms and developing creative communications strategies
- Attending events at the State House and in the community to capture and share key moments
- Supporting the coordination of the office newsletter in collaboration with the Legislative and District Directors

**Ideal For:** Students interested in digital communications, public affairs, or storytelling in a government context. Provides experience managing communications for an elected office.



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## **Constituent & Community Engagement Intern**

**Focus:** Serving as a first point of contact for constituents

Responsibilities Include:

- Monitoring constituent emails related to unemployment, RMV inquiries, state agencies, and general requests
- Assisting with phone line coverage to ensure timely guidance and follow-up
- Attending community meetings, virtually or in person, to support neighborhood engagement
- Collaborating with the District Director to maintain strong constituent relations

**Ideal For:** Applicants with strong communication skills, empathy, and a commitment to public service. Local community ties are encouraged but not required.

## **APPLICATION INSTRUCTIONS**

Applicants should submit the following:

- Resume
- Cover Letter explaining your interest in one of the three internship focus areas (Legislative & Office Administration, Social Media & Communications, or Constituent & Community Engagement)

**Send materials to:** [Camille Mula at camille.mula@mahouse.gov](mailto:Camille Mula at camille.mula@mahouse.gov)

## **APPLICATION DEADLINES**

Summer Term: May 1<sup>st</sup>

Fall Semester: August 1<sup>st</sup>

Spring Semester: December 31<sup>st</sup>