

State of Washington
Office of the Governor
invites applications for the position of:

careers.wa.gov
Working for Washington State

Governor's Leadership Academy (Fall Session)

SALARY: Not Displayed

OPENING DATE: 08/06/13

CLOSING DATE: Continuous

DESCRIPTION:

JAY INSLEE
Governor



STATE OF WASHINGTON
OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

Governor's Leadership Academy (Fall Session)

The Governor's Leadership Academy is a unique internship program for college and graduate students to gain a hands-on learning experience in the Governor's office.

The Inslee Administration is looking for innovative, forward-thinking individuals who are committed to public service and who want to develop their leadership and public policy skills in a dynamic environment.

Qualifications

- Outstanding verbal, written and leadership skills
- Ability to handle multiple priorities and meet established deadlines
- Ability to work well and creatively, in a team environment and independently
- Good judgment, ability to manage sensitive situations, and highly personable
- Passion for public service

Internship Opportunities:

Boards and Commissions

Boards and commissions are designed to give citizens a voice in their government and provide a means of influencing decisions that shape the quality of life for the residents of our state. Washington State has 200+ boards and commissions to which Gov. Inslee appoints citizen members. Interns will assist the Director of Boards and Commissions in the fulfillment of office responsibilities including, but not limited to: soliciting, receiving, organizing, processing and responding to applications, assisting in outreach to board and commission members and researching board functions.

Office of the Chief of Staff

The office of the Chief of Staff is a fast-paced environment that offers interns the unique opportunity to interact directly with the Governor's Executive Team, Cabinet members, agency staff and constituents. Interns are required to assist with briefings for the Chief of Staff, prepare agendas for Cabinet-level meetings, and administrative duties as assigned by the Executive

Assistant to the Chief of Staff.

Communications Office

The Communications office works with the media to inform the public of the Governor's actions, goals and ideas. An intern in the Communications office would assist with the assembling of daily news clips, drafting press releases, assisting with media events, assisting with Social Media and other administrative duties as assigned.

Constituent Services

The office of Constituent Services receives and processes 80,000 to 100,000 contacts each year. Interns will respond to constituent comments and concerns via email and letters, but also face to face and by phone as necessary. Interns will assist in drafting and processing official correspondence for publication, opening the mail, scanning correspondence, data entry work and filing. Constituent Services interns are expected to have a high level of interpersonal, writing and research skills.

Internal Relations Office

The office of Internal Relations oversees the Governor's Small Agency Cabinet, the Boards and Commissions office, the Governor's International Relations office and the Executive Residence. An intern for the Internal Relations office will have a unique opportunity to interact with the Governor's Executive Team, The First Lady, small agency cabinet members and constituents. Responsibilities include but are not limited to: preparing briefing material for the Executive Director of Internal Relations and First Lady, preparing meeting agendas, research, special projects, event coordination and other administrative duties as assigned.

External Relations Office

The Governor's office of External Relations is responsible for statewide outreach on behalf of the Governor to a diverse set of stakeholders and constituency groups. The External Relations office provides staffing and briefing for the Governor's public events and are the eyes and ears on the ground for the office of the Governor. Interns in the External Relations office will work closely with Regional Outreach Representatives to assist with briefing materials, research, event coordination and other duties as assigned.

Office of General Counsel

The Governor's General Counsel provides a variety of legal advice to the Governor and the Governor's Executive Team, including advice on judicial appointments; clemency or pardon petitions; executive orders; legislation; and ethics. Interns and externs will assist with legal research, writing and other duties as assigned. Internships in this office are intended for second and third year law students.

Legislative and Policy

The Legislative and Policy Office provides support for Governor Inslee's policy agenda. Policy advisors work closely with stakeholders, constituents, legislators and state and local government agencies to develop policy initiatives such as education, health care, aerospace and the environment. An intern would assist with policy/issue research, briefing documents, tracking/analyzing bills and various administrative duties.

Scheduling and Reception

The first point of contact for many constituents is often the Governor's executive receptionist. Interns who work with the Executive Receptionist are responsible for taking calls, directing guests and meeting attendees and other duties as assigned. Interns who work with the Governor's scheduler will have an opportunity to help with special projects for the Governor.

International Relations and Protocol

The Governor's office meets and hosts numerous international dignitaries every year. Interns who work with the International Relations Director will assist with preparing briefings, correspondence, protocol, event coordination and other duties as assigned.

Washington DC Office

Interns in the Washington, DC office will have a unique opportunity to assist the Director of the Washington, DC Office with projects related to the Governor's federal agenda, and that will promote Washington State interests in the nation's capital. Interns will assist with research,

preparing briefing memos, scheduling and other administrative duties as assigned.

How to Apply

To be considered, you must apply at www.careers.wa.gov. As part of the application, interested applicants must submit (attach) the following: **(1)** a letter of interest describing your specific qualifications, **(2)** a current resume detailing experience and education. Please indicate up to two (2) categories that best match the area of work which the experience and knowledge of state government you wish to gain.

Please Note: Application review begins immediately and will continue on an ongoing basis until an adequate pool of candidates is established. Therefore, it will be to the applicant's advantage to submit materials as soon as possible.

- The internship is unpaid but reimbursements for travel may be available on a case by case basis.
- Interns must be available for at least 10 hours a week for 12 weeks – minimum.
- College course credit may be applicable, depending on school program. We will work with your individual academic institution in obtaining college course credit for academic internships.
- Location: The program is based in Olympia, WA or Washington DC.

SUPPLEMENTAL INFORMATION:

For more information about this position, please contact **Keith Swenson** at **(360) 902.0604** or by email keith.swenson@gov.wa.gov.

For information regarding the system and application process, please contact **Don Chavez** at **(360) 407.8407** or by email don.chavez@des.wa.gov.

The State of Washington is an equal opportunity employer. Persons of color, women, veterans, and disabled individuals are encouraged to apply. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960. TTY users should first call 711 to access the [Washington Relay Service](#).

Governor's Leadership Academy (Fall Session) Supplemental Questionnaire

- * 1. 0750 Please indicate up to two (2) categories below that best match the area of work which the experience and knowledge of state government you wish to gain.

- ☐ Boards and Commissions
- ☐ Office of the Chief of Staff
- ☐ Communications Office
- ☐ Constituent Services
- ☐ Internal Relations Office
- ☐ External Relations Office
- ☐ Office of General Counsel
- ☐ Legislative and Policy
- ☐ Scheduling and Reception
- ☐ International Relations and Protocol
- ☐ Washington DC Office

- * Required Question