



Office of the Indiana Secretary of State

2012 Summer Election Outreach Internship Application



Dear candidate,

Thank you for your interest in the 2012 summer internship program at the Office of the Indiana Secretary of State. Secretary White is excited and proud when young Hoosiers take an interest in their government. He applauds those who choose to take an active role in continuing to make Indiana a national leader in election reform, business services and Hoosier financial investment protection.

This office was created to manage the administration of these funds for use in outreach efforts to voters and poll workers on numerous topics, including: the photo ID requirement, provisional ballots, voting systems, accessibility and the statewide voter registration system. This is a non-partisan office. We are seeking an intern to assist in the office with numerous outreach initiatives.

Below are the requirements and steps to take for a successful completion of the internship application.

Requirements:

- Candidate should possess excellent communications skills, have dedication and drive to be successful.
- Candidate must receive college credit – a small stipend will be allocated.
- Candidate should possess strong time and project management skills.
- Candidate should be able to perform well under pressure.
- Candidate should understand he or she may be asked to work weekends.

Duties:

- Assist the Outreach Manager with outreach events such as the Home Care and Hospice Conference, the Community Juvenile Conference, the Black Expo, the first week of the Indiana State Fair, and other outreach events throughout Indiana.
- Review and update office strategy to reach college-age voting population.
- Update office PowerPoint presentations on civic engagement.
- Assist in administrative duties, including statewide mailings, material preparation for events, and grievance investigations
- Learn about state government through joint events with the 2012 Secretary of State Summer Fellows; this will include visits with statewide elected officials

- including the Governor, Lt. Governor, Attorney General, Treasurer of State, Auditor of State, State Superintendent, etc.
- Assist Outreach Manager with training and education for local election officials/ poll workers.

Materials for submission:

- Candidate must submit
 - Professional resumé.
 - Cover letter.
- Writing samples for interview.

Please, send all materials to:

Jeremy Burton, Election Outreach Manager
200 W. Washington St. Room 201, Indianapolis, IN 46204.

or by e-mail through a PDF attachment to jdburton@sos.in.gov.

All materials must be received by Friday, March 16, 2012.

Thank you for your interest and we look forward to reviewing your materials.