

# OFFICE OF THE GOVERNOR

**Governor Steve Bullock**  
Lieutenant Governor Mike Cooney



## SUMMER INTERNSHIPS

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The Governor's Office is currently seeking student interns for Summer of 2019.  
*Three (3) paid internships are being offered for an hourly rate of \$9.00.*

Two (2) paid intern positions are available in the Governor's Main Office including but not limited to the following divisions:

- Constituent Services/Citizen's Advocate
- Policy Advisors
- Communications

Governor's Office interns will work closely with staff in the Governor's Office to support staff efforts, provide background research, write briefing memos, attend meetings, enter constituent information into our database, and communicate with constituents around the state. Interns will gain experience in a variety of policy areas, communications and press, constituent services, and will get an in-depth understanding of state government from the Governor's Office.

Interns:

- Will keep our office and their spaces organized
- Communicate in writing and verbally
- Conduct research projects
- Organize details
- Analyze information
- Work with groups and independently

Interns will be required to work 40 hours (full-time) per week. Specific start and finish dates are flexible for the Main Office internship opportunities.

One (1) paid intern position is available within the Governor's Office of Economic Development as a Business Development Intern.

Join the Montana Governor's Office of Economic Development as an intern for Summer 2019 and engage with economic developers from across the state while representing Governor Steve Bullock. Candidates will have the opportunity to work with our staff on a variety of public-facing projects, learning and developing their project management skills and knowledge of business resources. This position is multi-faceted, and the right candidate must be excellent at time management.

The Governor's Office of Economic Development works across the state to promote, develop, and expand opportunities under the big sky. As an intern, you will work directly with private companies as an advocate to help further their successes.

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Responsibilities will include:

- Develop editorial blog content for the innovate Montana website.
- Ensure that all content on the website is search engine friendly and optimized for both search discovery and user experience.
- Help collect and synthesize rural community and economic development success stories to be put on the Main Street Montana website.
- Work with graphic designers to ensure marketing materials are delivered in a timely manner.
- Strengthen country-to-country relationships as a representative of the Governor's Office in International trade and business delegations.
- Work with our Business Development Manager to construct project plans to develop relationships with expanding or relocating businesses.
- Create a yearlong email marketing campaign with our communication's team focused on keeping Montana front and center in the minds of business leaders and respected parties.

Required experience:

- Students must be enrolled in an accredited four-year institution and have completed at least their sophomore year with a GPA of 3.0.
- Excellent organizational skills and attention to detail.
- Students must be pursuing a relevant field of study (i.e., business, political science or communications) and have the ability to work at a minimum, May/June through August of the internship year in a full-time capacity.
- Good communication (written and verbal) and excellent interpersonal skills.
- Strong data analysis skills.
- Policy research skills or interest in community development/business improvement are a plus.

**To apply:** Please send a cover letter (specifying which internship or both if applicable), resume, and two references (one academic and one work-related, if possible), and a letter explaining why you would like to work for Governor Bullock to Reilly Parisot at: [rparisot@mt.gov](mailto:rparisot@mt.gov). Candidates are expected to coordinate their internships for credit, if available, with their university or college. Our office can accommodate most requirements and will discuss this with candidates if offered a position. If you have any questions at all, feel free to reach out by email or call Reilly at 406-444-2083.

**Deadline:** For priority review and consideration, please have applications submitted by Friday, April 26, 2019 by 5:00 PM (MST).