Summer Political Fellowship/Internship

A premier U.S. Senate campaign in the West is looking for fellows/interns to assist the campaign beginning June 1st and ending August 31st. The fellowship/internship is an excellent educational opportunity for those interested in learning more about politics and the inner workings of political campaigns. Individuals who have participated in political campaigns as well as those who are seeking their first experience in politics are encouraged to apply. Applications will be reviewed on a rolling basis, but those received before April 17th will be privileged.

Successful candidates will enjoy these benefits:
- Fellows will receive a stipend of $1,000 a month
- Interns will receive assistance securing college credit or outside grants
- A flexible work schedule of 15-20 hours a week
- Extensive networking and leadership development opportunities

Responsibilities include but are not limited to:
- Conducting research
- Reaching out to supporters
- Staffing local events
- Assisting staff with long-term projects

Successful candidates will have:
- Strong oral and written communications skills
- Proven organizational capability and keen attention to detail
- An ability to produce high quality work within tight deadlines
- Strong interpersonal skills and the ability to successfully relate to voters and volunteers
- Possession of a cell phone and laptop. Some positions require access to reliable transportation

No previous campaign experience is necessary, all are welcome to apply. Interested candidates should send a resume to WesternDemResumes@gmail.com with “Internship” as the subject line. Additionally, please include brief responses (maximum 100 words) to the following questions: 1. Why do you want to work on a political campaign? 2. What are your future career plans? 3. Are you planning on applying for school credit or outside grants? 4. What is your relationship to Colorado?

The Fellowship/Internship is a nonemployment position. The campaign is committed to being a diverse and inclusive workplace and provides fellowships/internships on an equal opportunity basis. Fellows/Interns are required to sign disclosure agreements before starting work. The campaign will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

This document is subject to revision based on the evolving nature of Covid-19. Candidates will be informed of changes to the program in a timely manner.
Placement Requests and Office Descriptions

Please rank your preferred positions in your initial email. The number of fellowships/internships in each department is limited, and we cannot guarantee your top choice. However, placement will be based on your experiences, academic background and future vocational plans as much as possible.

Communications: The Communications team is tasked with crafting the campaign’s messaging and interacting with members of the press. Fellows/Interns working with the communications team will help maintain key communications documents (e.g. press lists), brainstorm communication ideas, draft memos and keep the campaign updated on current events.

Digital: The Digital department oversees our online communication and fundraising efforts. This includes managing our social channels, our email program, online mobilization and developing plans for online ads and digital engagement. Digital fellows/interns should have a passion for connecting with people online, creating compelling content, and identifying opportunities for engagement. Ideal candidates will have experience with social media, photo/video editing, copywriting, and analytics.

Finance: The Finance team is responsible for raising the funds necessary to run the campaign. Fellows/Interns will be expected to conduct donor research and outreach, plan/staff fundraising events and assist with data entry. Ideal candidates will have a keen attention to detail and strong interpersonal skills.

Field: The Field team is responsible for “get out the vote” efforts and direct voter contact. Fellows/Interns will be asked to conduct volunteer outreach, staff events, engage in voter outreach and act as liaisons to a wide variety of politically active groups. Ideal candidates will have strong management and interpersonal skills.

Policy: The Policy team is responsible for drafting legislative proposals that address the needs of our communities, as well as communicate the values the candidate will uphold in office. The process involves extensive research, consultation with experts, and engagement with advocacy groups and stakeholders during the rollout phase. Fellows/Interns will be responsible for conducting independent research and drafting policy documents, talking points and memos.

Political: The Political team is responsible for working with politically active groups and organizations across the state. Fellows/Interns in this position will work to recruit attendees to political events, staff events and conduct research into activist groups, legislators and democratic county parties in Colorado.

Research: The Research team is responsible for researching opposing candidates, providing background on relevant issues and vetting various individuals. Fellows/Interns will assist with these research efforts, produce transcripts of speeches and assist with long-term projects.

Scheduling and Advance: The Scheduling and Advance department is responsible for managing the candidate’s schedule and ensuring all events run smoothly. Fellows/interns will help plan, organize, and execute the candidate’s schedule. This requires tracking invitations, issuing declination or acceptance notices, and supporting correspondence and travel logistics.