DISTRICT OFFICE
623 E. Boughton Rd. Suite 130
Bolingbrook, IL 60504
(815)-372-0085

SPRINGFIELD OFFICE
265-S Stratton Bldg
Springfield,IL 62706
(217)-782-4179

Dagmara Avelar

STATE REPRESENTATIVE • 85th DISTRICT

Internships Available

Summer 2022

The Office of State Representative Avelar is looking for interns in Summer 2022. This opportunity is open to any undergraduate/graduate students who are interested in state government or social work. The office of State Representative Avelar has two internship tracks available - **Track 1** is a **General Internship** and **Track 2** is an **Outreach Internship.**

Track 1: General

Duties include but not limited to:

- Greeting office guests.
- Maintaining data.
- Conducting research.
- Soliciting feedback from constituents.
- Assisting in projects when necessary.
- Opportunities to work on projects suited to specific interests and skill sets.
- Staff office events as needed
- Attend events/ office hours for/ on behalf of District office

Casework Duties include but not limited to:

- Assisting with assessing constituents' needs when they contact the office.
- Helping liaise with state agencies and community resources to help resolve the constituent's issue.
- Keeping current list of community resources updated.
- Organizing data for internal documentation.
- Analyzing data to identify trends.

Interns will have to be working in a fast paced and busy environment. No day looks the same, thus it will be up to the individual to keep up to date on projects and constituents. A calm and professional demeanor must be maintained when interacting with constituents in and out of the office.

Individuals must be able to perform on software such as Microsoft Word, Google Docs, Excel, Drive, etc. A knowledge on how to work social media platforms is also needed. Professional writing skills, good

communication, and organization are all key attributions to working in the office. Missing deadlines, not showing up, and other areas of concern will not be tolerated.

Internships are now available for Summer 2022 from the months of May-August and will be based in the district office located in Bolingbrook. These interns will be compensated with a monthly stipend. Depending on the school, students may be eligible to receive college credit. The Representative's office will work with interns to create a flexible schedule between 15-20 hours a week. **Bilingual candidates are strongly encouraged to apply.**

To apply, please send a cover letter and resume and at least 2-3 professional references to **info@repdagmara.org** with the subject line "Summer 2022 Internship (Specify Track 1 or 2)"by **April 13th, 2022.**

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Internship Available

Summer 2022

Track 2: Outreach Internship

This internship is ideal for college students interested in event planning , project management, and general government.

Duties include but not limited to:

- Assisting with community events
- Create outreach plans for district
- Canvass the district, by lit-dropping or door knocking with the representative or Community Engagement Manager and other staff.
- Assist with the implementation of the 85th district Advisory Councils
- Work on outreach tasks for the office such as birthday cards for seniors, obit cards, Saw You in the News.
- Research community events that our office can participate in.
- Assist with social media planning for the office
- Attend community events on behalf of the office.

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