



**Company:** Compass Government Relations Partners

**Position:** Intern – Legislative Aide

**Overview:** Compass Government Relations Partners is a lobbying and advocacy firm in downtown Annapolis. We represent clients before all levels of government, specializing in Maryland and Delaware. Our team tackles a wide range of issues including renewable energy, education, tax policy, health care, and the state budget.

We are looking for a reliable and motivated intern with an interest in government, policy, and Maryland politics. Interest and experience in social media content creation is a plus. Excellent candidates for this position are personable, and willing to follow directions working individually or as part of a team. Candidates should excel in a fast-paced, high-pressure work environment, and possess excellent writing and time management skills.

**Compensation:** Interns will receive a bi-weekly stipend as well as a completion bonus.

**Work Requirements:**

- Minimum of 15 hours/week required during Session (January-April)
- Should have availability Tuesdays-Fridays from 9:00am – 4:00pm
  - o Orientation in December (flexible dates)
  - o Optional evenings
- Upperclassmen students preferred
- Reliable transportation to and from Annapolis

**Skills:**

- Experience with Microsoft Office
- General knowledge of legislative processes
- Strong writing skills
- Interpersonal & communication skills
- Ability to work individually or as a part of a team

**Scope of Work:**

- Research legislation and relevant topics
- Hearing coverage
- Monitor floor sessions
- Testimony submission
- Schedule meetings between lobbyists, clients, and legislators
- Basic clerical duties including answering phones, maintaining spreadsheets, etc.
- Invitation/one-pager distributions to General Assembly offices
- Greet and provide hospitality to clients and visitors

**Duration:** 90 Days (January-April)

**To apply:** Please send a cover letter, resume, and 2 professional references to [compass@compassadvocacy.com](mailto:compass@compassadvocacy.com) with subject line: "Compass Intern Application".