



Company: Compass Government Relations Partners

Position: Administrative Intern

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 business, government, policy, and/or Maryland politics. 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 14 -April 13)
- Should have availability Tuesdays-Fridays from 9:00am – 4:00pm
 - o Orientation in December (flexible dates)
- Upperclassmen students preferred
- Reliable transportation to and from Annapolis

Skills:

- Experience with Microsoft Office Suite & Canva
- Excellent customer service
- Strong writing skills
- Interpersonal & communication skills
- Ability to work individually or as a part of a team
- Interest in policy and government a plus

Scope of Work:

- Greet and provide hospitality to clients and visitors
- Schedule meetings between lobbyists, clients, and legislators
- Ordering and maintaining office supplies
- Maintaining client spreadsheets
- Assist in organizing/advertising client events
- Invitation/one-pager creation and distribution to General Assembly

Start date: Mid-January, 2026

End date: April 13th, 2026

To apply: Please upload a cover letter and resume to <https://www.compassadvocacy.com/about/session-internship/>

Application Deadline: November 1, 2025