



LEAGUE OF WOMEN VOTERS® OF OHIO

17 South High Street, Suite 650 • Columbus, Ohio 43215
Phone (614) 469-1505 • Fax (614) 469-7918
www.lwvohio.org

Know any College Students Looking for an Internship? – LWVO is always on the lookout for bright students eager to gain valuable experience in Making Democracy Work.™ We are accepting applications for Legislative & Public Policy Interns, Voter Service Interns, and Communications & Marketing Interns.

LWV Ohio Internship Program

The League of Women Voters of Ohio is a nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

Interns who volunteer their time are a key part of the League and can benefit by gaining valuable experience in a nonprofit organization, receiving a letter of recommendation, and networking with Ohio community leaders. All of our Columbus internships are unpaid, but the experience that you will receive as a result of interning will certainly improve your employment opportunities in the future. Many colleges and universities offer course credit for approved internships, and we will gladly work with your school on for-credit internships.

Available Internship Positions

Legislative & Public Policy Intern – *Learn about how public policy is shaped in the legislative, executive, and judicial branches of government. Meet and work with our LWVO Lobby Corps. Work on public education and advocacy around our portfolio of issues.*

Reports to the Executive Director. Duties include:

1. Track issues in the legislative session as they pertain to League advocacy priorities;
2. Provide support to the LWVO state board Advocacy Committee and LWVO Volunteer Lobbyists;
3. Research public policy issues, synthesize information, and write copy;
4. Assist in the writing, editing, and dissemination of updates and calls to action on key public policy issues;
5. Assist in research, writing, and production of publications on public policy issues;
6. Attend legislative hearings at the Statehouse, coalition meetings, and related events as assigned;
7. Participate with staff and volunteers on League-endorsed ballot issue campaigns;
8. Assist in covering public policy questions and concerns of members, local Leagues, and the general public; and
9. Administrative, clerical, database, and data entry duties as assigned.



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Voter Service Intern – *Join the League of Women Voters' respected nonpartisan voter service team and help provide voters with information on how to register and exercise their vote, help prepare our Voters' Guide that provides unbiased coverage of races on the ballot via Vote411.org, and engage voters in why they should participate and have their voice heard.*

Reports to the Executive Director. Duties include:

1. Research state candidates and issues for LWVO voter guides;
2. Assist in drafting, editing, and producing LWVO voter guide content;
3. Assist in drafting, editing, production, and distribution of voter education materials;
4. Assist in uploading voter information resources to Vote411.org for online distribution of LWVO voter service materials;
5. Provide support to the Judicial Votes Count partnership in producing a statewide judicial voter guide;
6. Create and implement distribution plans to reach traditionally under-represented voter demographics;
7. Assist in planning, coordination, and follow-up of moderator trainings, voter registration training, candidate forums, voter hotlines, etc.;
8. Assist with special voter protection projects to counteract policies that negatively impact voter access and participation; and
9. Administrative, clerical, database, and data entry duties as assigned.

Communications & Marketing Intern – *Put your writing talents to work as part of a statewide education and advocacy organization that is committed to Making Democracy Work.™ Gain experience working with the media by drafting press releases and planning press briefings. Grow your professional online communication skills by working on updating our organization website and social media. Get hands-on publication experience by working on books, reports, briefings and legislative testimony.*

Reports to the Executive Director. Duties include:

1. Review analytics for existing website, social media, and online marketing;
2. Assist with website redesign;
3. Work with staff on creating and implementing a plan for increased use of online engagement technologies;
4. Assist local Leagues with building and maintaining their websites and social media, including development of training tools for local Leagues;
5. Assist staff and lobbyists with drafting and distribution of press releases and action alerts;
6. Work with development committees and staff to draft and distribute materials for fundraising campaigns;
7. Work with membership committees and staff on creation and distribution of newsletters and other communications with members;
8. Identify metrics by which to historically measure LWV Ohio's (and the local Leagues with in the state) impact and draft a report on impact;



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9. Develop methodology to routinely collect relevant information on impact in the future and how to integrate into LWVO's Salesforce database;
10. Train staff, state and local League leaders, and members on available tools for tracking impact data; and
11. Administrative, clerical, database, and data entry duties as assigned.

How to Apply

Our intern applications are accepted on a rolling basis and offer flexible hours and a comfortable work environment. To apply send your resume, cover letter and short writing sample that details the following:

- Why you are interested in interning with the League of Women Voters
- Which internship categories listed above are of interest to you
- What you hope to gain from your internship
- How many hours you will be available to intern
- Your start and end dates

Application materials should be emailed to Carrie Davis at cdavis@lwvohio.org