



[Larry Hamm](#) is a Progressive Democrat running for U.S Senate. He has been a relentless advocate for social justice and the cause of human rights and civil rights for all oppressed people for more than 48 years. Like so many, Larry believes that everyone should have access to quality healthcare and education regardless of their income, he is committed to raising the minimum wage to a living wage and using the power of the federal government to create affordable housing, and supports a Green New Deal that will transform our energy system to 100% renewable energy and create 20 million jobs needed to solve the climate crisis.

Our Internship Program is ideal for students (high school and college) or other individuals who want to gain meaningful experience with a progressive grassroots campaign. If you're interested in progressive politics, this is the perfect opportunity for you. For more info, check out: hammforsenate.org

Here are the details of our internship program:

- All internships will be completed remotely. Interns will need to have access to WiFi and electronics devices such as a cellphone and laptop. Other devices such as tablets and desktop computers can be used as well.
- This is an unpaid position. Interns will need to complete 5-10 hours per week. Hours are flexible. Internships will run from May to July, with the possibility of extension.
- There will be opportunities to take on leadership roles in various aspects of the campaign such as field operations, community outreach, communications, policy and fundraising.
- No experience is needed. There will be ample training and support for any task that may be assigned.
- Letters of Recommendation can be provided for strong performance.
- Our Internship Coordinator can work with your school to provide academic college credit, depending on their requirements.

NOTE: We will reach out to schedule a brief interview (15-20 minutes) within 1-2 weeks after we receive your application.

Ideal Candidates Will Be:

- Be organized, reliable, prompt, detail-oriented and self-motivated.
- Have an interest in progressive politics and political campaigns.
- Be proficient in Microsoft (Office, Excel, PowerPoint) and Google Drive (Docs, Sheets, Slides Applications).
- Willing to use social media to represent our campaign online professionally and courteously.
- Willing to communicate directly with voters through phone and text contact.
- Must be committed to the values of the Hamm 2020 campaign.

All interested applicants should complete this 2-minute application (bit.ly/Hamm2020Internships).

Position descriptions can be viewed here (bit.ly/Hamm2020InternDescriptions).

We will contact you in 1-2 weeks to schedule a brief interview. If you have any questions, send an email to assatta@hammforsenate.org .

POSITION DESCRIPTIONS:

Communications Intern

Duties include but are not limited to:

- Assist in developing and maintaining district specific lists of media outlets, drafting press releases, and monitoring media coverage.
- Assist in developing a series of ideas and language for volunteers to use in writing Letters to the Editor (LTTE) & create and maintain a schedule of volunteers and periodicals to ensure regular submission of LTTEs, focusing on geographic 'areas of need' as the campaign progresses.
- Draft and schedule posts for social media platforms including Facebook, Twitter, Instagram, etc.
- Draft and schedule emails voters and volunteers on behalf of the campaign.
- Design flyers, graphics, e-vites, campaign literature, and other marketing materials.
- Assist in updating the campaign website when needed.
- Utilizing online metrics tools (such as Google Analytics) to report on statistics for websites, social media sites, email campaigns, and online advertising.
- Conduct voter outreach (phone banking, peer-to-peer texting, etc.) at least 1-hour a week.
- Once a week, attend a 1-hour meeting with the Communications Team.
- Once a week, attend a 1-hour Campaign Meeting with all staff and volunteers.
- Once a week, attend a 30-minute 1-on-1 meeting with the Internship Coordinator.

Field Operations Intern

Duties include but are not limited to:

- Involvement in the day-to-day operations of the field department.
- Compiling regular field reports detailing progress on key goals.
- Organizing and managing voter contact events.
- Taking an active role in volunteer recruitment, management, and retention.
- Assist with volunteer training events.
- Work on creative projects to increase voter and volunteer engagement in the campaign.
- Assist with developing text and call scripts for voter outreach programs.
- Assist in maintaining the voter database and data-entry.
- Assist with Vote-by-Mail (VBM) and Get Out The Vote (GOTV) efforts.
- Conduct voter outreach (phone banking, peer-to-peer texting, etc.) at least 3-hours a week.
- Once a week, attend a 1-hour meeting with the Field Team.
- Once a week, attend a 1-hour Campaign Meeting with all staff and volunteers.
- Once a week, attend a 30-minute 1-on-1 meeting with the Internship Coordinator.

Policy Intern

Duties include but are not limited to:

- Research statutes and regulations on specific issues (at the local, state & federal level).
- Research promising or successful policies and practices on specific public issues.
- Research policies/issues relevant to key demographics.
- Assist with drafting news releases, social media posts, and other materials on specific issues/policies.
- Create candidate interview preparation materials around specific issues/policies.
- Research and compile contact, media and blogger lists around specific issues/policies.
- Draft policy briefs.
- Conduct voter outreach (phone banking, peer-to-peer texting, etc.) at least 1-hour a week.
- Once a week, attend a 1-hour meeting with the Policy Team.
- Once a week, attend a 1-hour Campaign Meeting with all staff and volunteers.

- Once a week, attend a 30-minute 1-on-1 meeting with the Internship Coordinator.

Fundraising & Finance Intern

Duties include but are not limited to:

- Conduct research on key fundraising trends.
- Draft memos on progress made on key goals.
- Phone banking and donor/volunteer outreach.
- Work on creative projects to increase donations to the campaign.
- Conduct voter outreach (phone banking, peer-to-peer texting, etc.) at least 1-hour a week.
- Once a week, attend a 1-hour meeting with the Fundraising & Finance Team.
- Once a week, attend a 1-hour Campaign Meeting with all staff and volunteers.
- Once a week, attend a 30-minute 1-on-1 meeting with the Internship Coordinator.

Community Outreach Intern

- Conduct outreach to key demographics to schedule meetings, town halls, and other engagement events.
- Assist with applying for endorsements.
- Attend community events as a representative of the campaign and be an advocate of our mission.
- Foster partnerships with community organizations and develop creative projects the campaign can take part in to support their missions.
- Work with community outreach liaisons to accomplish the goals of their specific outreach plans.
- Regularly draft memos on progress of community outreach activities and key goals.
- Conduct voter outreach (phone banking, peer-to-peer texting, etc.) at least 1-hour a week.
- Once a week, attend a 1-hour meeting with the Outreach Team.
- Once a week, attend a 1-hour Campaign Meeting with all staff and volunteers.
- Once a week, attend a 30-minute 1-on-1 meeting with the Internship Coordinator.