



MIDDLESEX COUNTY  
DEMOCRATIC ORGANIZATION

## Internship Description

**Summary:** Interns will work in the office of Chairman Kevin P. McCabe of the Middlesex County Democratic Organization. In this role, interns will have a hands-on, front row view of the democratic process, being able to aid in organizing party conventions, meetings, and elections. Interns will also get the opportunity to work on and with political campaigns, organize volunteers, and interface with the public. Interns are unpaid volunteers; however, the Intern Supervisor will gladly work with advisors and professors to grant academic credit where applicable.

### Job Functions:

- In the Office:
  - Assist in keeping contact lists, committee lists, and other documents up-to-date;
  - Prepare staff for meetings by performing research and writing briefings as required;
  - Assist staff with special projects as needed;
  - Perform administrative tasks such as answering constituent calls, taking messages for staff, and other supplemental assistance as required.
- Out of the Office:
  - Staff the Party Chair, Vice-Chair, County Commissioners, and Constitutional Officers at functions throughout Middlesex County;
  - Represent the Middlesex County Democratic Organization at parades, fairs, and other public events;
  - Aid in the organization and running of conventions, speaker series, and other party meetings and functions;
  - Aid in the organization of volunteers and political campaigns throughout Middlesex County.

**Education/Experience:** Both high school and college students are accepted. No previous experience required.

### Skills and Knowledge Required:

- Great written and verbal communication
- Ability to work in a competitive, team oriented environment
- Knowledge of Microsoft Office and/or Google computer applications
- Preferred applicants are motivated, self-starters, with high levels of involvement in their community

**Preferred applicants have a reliable mode of transportation to get to our office and events around the county.**

**All applicants should send a resume and writing sample to the Internship Supervisor, Anna Tarallo, [atarallo@mcdonj.org](mailto:atarallo@mcdonj.org), with “Internship Application – Your Name” in the subject line.**