

Ourso Consulting Internship

Ourso Consulting specializes in government relations and association management. Embarking on her third year as a small business owner, Keli Ourso Williams is looking to expand Ourso Consulting. The firm focuses on providing excellent customer service and personalized attention to each client. Client communication is the key to our success. We are looking for someone to join the team to further Ourso Consulting's communication strategy. You will work directly with the President of the company providing day to day support, communication strategy and legislative tracking. The ideal candidate would be a flexible and mature professional who is a quick learner, demonstrates strong personal initiative, attention to detail and task follow through. This position would be a paid internship with 15-30 hours per week and would work through June 2019. **Please send a PDF of your resume to jobs@oursoconsulting.com.**

Interns can expect:

- A unique internship opportunity to develop valuable real-world experience and gain knowledge of the legislative process, policy work, lobbying, and political activity
- Attend and produce summaries and analysis of legislative hearings
- Conduct substantive issue research on matters of interest to the firm's clients
- Assist with general administrative tasks and pitch in wherever needed
- Strengthen critical thinking and research skills while gaining in-depth knowledge of many different issues

Essential Duties and Responsibilities:

- Legislative Support
 - Monitor legislative hearings at the state capitol
 - Research and compile information on legislation, political campaigns, and members of the state legislature
- Communication Support
 - Write and Create e-newsletters and other communications pieces to support advocacy and public affairs
 - Assist with creation of materials for events and membership department
 - Collaborate on social media content and strategy
 - Design conference marketing for website, social media and email campaigns
 - Create and maintain marketing calendar and schedule of communications
 - Research, write and report on technical topics
- Event Planning support
 - Coordinate with owner to provide event planning support
 - Speaker coordination
 - Sponsorship coordination
 - On-site registration assistance
 - Location outreach
- General Responsibilities
 - Ability to manage competing priorities
 - Executive support and project management

Ideal candidate skills

- Strong writing, interpersonal and research skills
- Attention to detail and commitment to accuracy
- Eagerness to learn about issues and political research
- Exercises substantial independence of judgment concerning access, priorities, and communication needs.
- Simultaneously works on several assignments requiring analysis of many intricately related complex variables.
- Exercises a high degree of creativity; extensively probes and analyses problems to determine their nature and scope.
- Project management and special events planning experience
- Ability to interact with staff in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient.
- Proficiency in Microsoft Outlook, Word, PowerPoint, and Excel, strong familiarity with the Internet and online research tools, and basic knowledge of social media