



## A GOVERNMENT & PUBLIC AFFAIRS FIRM

### **Government Relations Internship- Spring 2018**

Molera Alvarez is seeking a part-time (about 15 hours per week) intern to assist with the company's public policy/government relations activities, including the upcoming legislative session. This position may include direct working contact with Molera Alvarez clients, political officials, leading industry lobbyists and policy experts. Intern will receive a performance-based stipend at the conclusion of their internship.

#### **BACKGROUND:**

Molera Alvarez LLC is a government relations and public affairs firm based in Phoenix, specializing in local, state and international government relations. The mission of Molera Alvarez is to create strategic alliances to obtain beneficial results for our clients. With over 20 years of combined government-related experience, our firm is highly qualified to advocate for our clients' interests by developing and implementing successful strategies that will provide access to decision makers and influence policy. Molera Alvarez is considered one of the most influential government affairs firms in Arizona. Former Molera Alvarez interns have gone on to work for the Governor's office, the City of Phoenix and various state agencies.

#### **INTERN RESPONSIBILITIES:**

- Research and analysis for client and/or legislative projects
- Assist with various duties associated with the upcoming legislative session, which will include traveling to the State Capitol to attend meetings as needed
- Compile weekly client legislative reports
- Administrative assignments, as assigned

#### **INTERN QUALIFICATIONS:**

- Strong work ethic and detail oriented
- Ability to work well independently and within a group
- Takes initiative
- Excellent communication skills
- Experience with research and analysis
- Reliable transportation for traveling
- An interest in politics and government
- Computer skills (Microsoft Office)

#### **WORK REQUIREMENTS:**

- 15-20 hours per week (based on students' schedule)
- Molera Alvarez will work together with the University for the student to receive credit for the internship. Student must be doing internship for school credit.

Please visit us online at [www.ma-firm.com](http://www.ma-firm.com) or call Estrella Mendoza at (602) 385-3448 with any questions. If interested, please e-mail a resume and brief cover letter to [em@ma-firm.com](mailto:em@ma-firm.com) by December 8, 2017. ***This position is available January 2018.***