

# MOLERA ALVAREZ

A GOVERNMENT & PUBLIC AFFAIRS FIRM

## **Government Relations Internship- Spring 2019**

Molera Alvarez is seeking a part-time (about 15 hours per week) intern to assist with the upcoming legislative session during the Spring 2019 semester. The intern will be heavily involved in the state legislative process as well as public policy matters to assist the firm in advocating on behalf of our clients. This position may include direct working contact with Molera Alvarez clients, political officials, leading industry lobbyists and policy experts.

### **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 30 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 policymakers. 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 clients and legislative projects
- Bill tracking: Keep current list of proposed bills and amendments up to date. Will learn how to use Legislative On-Line Assistant (LOLA)
- Monitor various committees and hearings at the Capitol including attendance, taking notes and reporting back to the Molera Alvarez team
- Administrative office assignments, as assigned

### **INTERN QUALIFICATIONS:**

- Must be a candidate for a Bachelor's or Master's degree at one of Arizona's universities & have a cumulative GPA of at least 3.0 or higher
- Strong work ethic & punctual
- Ability to work well independently and within a group
- Takes initiative
- Excellent communication skills including in-person, written and phone etiquette
- Experience with research and analysis
- Reliable transportation for traveling to the Capitol
- An interest in political advocacy & government
- Computer skills (Microsoft Office)

### **WORK REQUIREMENTS:**

- Intern will receive a performance-based stipend at the conclusion of their internship
- 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 November 15, 2018. ***This internship is available January 2019.***