

# MOLERA ALVAREZ

## A GOVERNMENT & PUBLIC AFFAIRS FIRM

### Government Relations Internship- Spring 2024

Molera Alvarez is seeking part-time (about 10-15 hours per week) interns to assist with the upcoming legislative session during the Spring 2024 semester. The interns 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 will be in person.

#### **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).
- Attend various committee meetings and hearings at the Capitol. Tasks include taking detailed notes and reporting back to the Molera Alvarez team.
- Administrative office assignments, as assigned

#### **INTERN QUALIFICATIONS:**

- Must be a candidate for a Bachelor'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 written and proper phone/video etiquette
- Experience with research and analysis
- An interest in political advocacy & government
- Computer skills

#### **WORK REQUIREMENTS:**

- Intern will receive a performance-based stipend at the conclusion of their internship
- Estimated 10-15 hours per week
- 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 email Estrella Mendoza at [em@ma-firm.com](mailto:em@ma-firm.com) with any questions. To apply, please e-mail a resume and brief cover letter to [rb@ma-firm.com](mailto:rb@ma-firm.com) by November 1, 2023. ***This internship is available January 2024.***