

INDIANA REPUBLICAN STATE COMMITTEE INTERNSHIP APPLICATION FORM

APPLICANT'S CONTACT INFORMATION

Name:		
School:		Major & Year:
Address:		
City:	State:	ZIP Code:
Phone:	E-mail:	
Desired Position <i>(Please circle):</i>		School Credit? <i>(Please circle)</i>
Communications	Finance	Political
		Yes
		No
Availability <i>(Please circle):</i>		Proposed start/end dates:
Spring	Summer	Fall

REQUIRED INTERNSHIP APPLICATION MATERIALS

Resume & Cover Letter	One Page Writing Sample	Three References
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COMMUNICATIONS DEPARTMENT INTERN RESPONSIBILITIES

Reports to: Communications Director

Primary Responsibilities

- Manage IRSC's news clips.
- Track schedules for the Republican and Democrat candidates.
- Prepare recommendations on letters to the editor (LTEs) and other messaging opportunities.
- Compile and catalogue opposition research materials.
- Assist in writing news releases and other materials.
- Assist in recruiting volunteers to write LTEs and call radio talk shows.
- Assist in coordination the LTE campaign.
- Keep various Communications Department records. (subscriptions, etc.)
- Compile and catalogue opposition research material and newspaper headlines.
- Manage media list, LTE writers list, clips list and other categorical records as needed.

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FINANCE DEPARTMENT INTERN RESPONSIBILITIES

Reports to: Finance Director

Primary Responsibilities

- Assist with the overall functions of the finance team, including but not limited to: major donor renewal process, prospective donor cultivation, donor follow up and collection procedures.
- Identify prospective donors through research, political and business publications, campaign finance reports, referrals, etc.
- Assist in the planning & coordination of IRSC special events/fundraisers.
- Assist in coordination and implementation of internet fundraising solicitations.
- Perform appropriate follow-up activities including but not limited to: follow-up letters, invoices, phone calls and collection procedures.
- Report all donor grievances to appropriate contact while monitoring or performing follow-up activities.
- Perform all logistical details for special events.
- Assist in issue formulation and copy writing for internet fundraising solicitations.
- Maintain and update Salesforce data accuracy.

POLITICAL DEPARTMENT INTERN RESPONSIBILITIES

Reports to: Field Director and Strategy Director

Primary Responsibilities

- Assist the Political Director and Field Team in a broad range of capacities both out of GOP headquarters and across Indiana. *(May need to travel)*
- Manage candidate and campaign information.
- Research various projects and voting trends.
- Assist the field team around Central Indiana in various campaign-related functions, including participating in phone banks and door to door activities.
- Assist in the daily maintenance in the voter file and other databases.
- Prepare briefing materials on election data for current races for other departments and offices.
- General constituent services.