# Indiana Republican State Committee Internship Application Form

## Applicant’s Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
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<tbody>
<tr>
<td>School:</td>
<td>Major &amp; Year:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
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**Desired Position** *(Please circle)*

<table>
<thead>
<tr>
<th>Communications</th>
<th>Finance</th>
<th>Political</th>
<th>School Credit? <em>(Please circle)</em></th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
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**Availability** *(Please circle)*

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<tr>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Proposed start/end dates:</th>
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## Required Internship Application Materials

- Resume & Cover Letter
- One Page Writing Sample
- Three References

## 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.
### 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.
- 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.