

Internship Description for Friends of Jonathan Dever

Friends of Jonathan Dever is seeking interns to assist and act as point-person for varying campaign activities. More specific responsibilities will be determined based on the applicant's skills and interests. If interested, please send your resume and cover letter to Justin Hucke, Campaign Manager at justin.hucke@ohroc.com.



Location:

- 28th Ohio House District (eastern part of Hamilton County – Blue Ash, Deer Park, Evendale, Forest Park, Glendale, Greenhills, Madeira, Montgomery, Reading, Sharonville, Springdale, Springfield Township, Sycamore Township)

Duties:

- Organize volunteers and resources for phone banking and door-to-door activity
- Ensure all voter identification are being properly collected and organized in database
- Assist with volunteer outreach and recruitment
- Help maintain a community calendar of events
- Assist with social media updates and “social-teers”
- Phone bank, data entry or canvassing as needed
- Help to organize fundraising meetings and events
- Assist with writing of press releases and other campaign materials
- Ad hoc tasks as they arise

Requirements:

- Strong written and oral communication skills
- Ability to intern 12-18 hours per week
- Ability to use and navigate current computer technology (email, Internet, database, etc.)
- Excellent organizational skills
- Detail oriented
- Ability to work well with others and independently in a high pressure environment
- Must be flexible to work evenings and weekends
- **Ability to handle information of a highly confidential nature**