



POSITION DESCRIPTION

CORCORAN PARTNERS GOVERNMENT RELATIONS Position Description

Position: Legislative Affairs Intern

Location: Tallahassee, FL (Fall 2023 - Spring 2024)

Duration: October 2023 to March 2024

Position Type: Paid Internship, Part-Time (15-20 hours per week)

About Corcoran Partners:

Corcoran Partners is a distinguished full-service government relations firm with offices in Tampa, Tallahassee, Miami, St. Petersburg, and Washington, DC. We specialize in navigating the complex landscape of public policy and legislative affairs. Our firm offers paid internships for the Fall 2023 to Spring 2024 semesters, providing a unique opportunity to become an integral part of our team in Tallahassee during the 2024 State Legislative Session.

Internship Description:

Our Legislative Affairs Internship program is designed to expose students to what it is like working with a range of public policy issues affecting Florida. This internship provides hands-on experience with the legislative process, including research, policy development, communication, tracking, and working in a team-centered workplace. We expect interns to be part-time members of our team and work approximately 15-20 hours each week.

Responsibilities:

- Tracks committee hearings and policy bills in real-time and provides written reports on bills in various stages of the legislative process using the LobbyTools legislative tracking system.
- Writes and develops briefings and compiles information for internal and external use.
- Proactively creates, updates, and maintains all relevant documents and processes relating to legislative session.
- Proactively coordinates and maintains bill analyses and bill summary tracking.
- Confidentiality in all matters will be maintained at all times.
- Performs other duties as assigned.

Qualifications:

- Excellent written communication skills.
- Proficiency in Microsoft Excel, Outlook, and Word, or similar software.

Tallahassee | Washington, D.C. | Tampa | Miami | St. Petersburg

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- Strong ability to conduct thorough fact-finding research.
- Effective problem-solving skills.
- Exceptional interpersonal and communication abilities.
- Capacity to establish and nurture effective working relationships with team members.

Benefits:

- Gain hands-on experience in legislative affairs and public policy development.
- Work closely with senior team members on high-impact projects.
- Enhance research, writing, and communication skills.
- Opportunity to contribute to shaping public policy in Florida.
- Develop a valuable network within the government relations field.

Application Instructions:

Interested candidates should submit a resume, cover letter, and a writing sample (1-2 pages) highlighting their research and writing abilities. Please indicate your availability and desired start date. Applications should be sent to Bethany McAlister at bethany@corcoranpartners.com

Corcoran Partners is an equal opportunity employer. We encourage candidates of all backgrounds to apply.

