

## **Executive Aid Internship – Government Relations Focus**

### **Please Note:**

- This internship is **unpaid** but offers valuable hands-on experience and professional development.
- Housing is **not** provided for this internship. It is the responsibility of the student to arrange their own accommodations for the duration of the program.

### **Position Summary:**

The Executive Aid intern will work closely with the Executive Director to support government relations efforts and administrative functions. This role offers a unique opportunity to gain hands-on experience in nonprofit leadership, public affairs, and organizational operations.

Interns will assist in building relationships with local, state, and federal officials and municipal agencies, while also supporting executive-level tasks. This internship provides valuable exposure to government affairs, regulation, and legislation within the independent nonprofit sector.

### **Key Responsibilities:**

- Assist in coordinating meetings and communications with elected officials
- Maintain and update contact lists for government representatives and agencies
- Attend relevant in-person events and represent the organization professionally
- Support executive-level administrative tasks as needed

### **Qualifications:**

- Currently pursuing a degree in Political Science, Public Administration, or a related field
- Strong research, writing, and communication skills
- Proficiency in computer applications and social media
- Ability to multitask and work collaboratively

**Location:** In-person at Cornell Cooperative Extension of Suffolk County, Riverhead

Note: This internship has the potential to lead to future employment opportunities based on performance and organizational needs.