



Internship Job Posting

In partnership with AT&T the Kentucky Chamber of Commerce invites minority college students with an interest in public policy and legislative affairs to take part in the **AT&T Governmental Affairs Internship Program for Minorities**. The goal of the program is to develop the next generation of minority leaders through exposure to advocacy, policy, skill development, political leaders and business organizations. Experience what it's like to influence policy decisions on behalf of an organization and develop a deep understanding of how government works. Learning opportunity includes gaining knowledge and the development of a deeper understanding of the policy process, the legislative process, advocacy, and current laws and regulations as they relate to business. Duties may also include some general administrative office work in the Public Affairs department.

This paid internship opportunity has flexible part time hours. In addition to hourly pay, interns are provided with networking opportunities, professional development training, mentorship and more.

Minimum Requirements:

- Undergraduate students must have completed at least one full year of college with a major in a related area and a grade point average of 3.0 and above.
- Applicants must be able to work at least 10 hours per week.
- The intern must also attend some lobbying activities at the Capital as permitted by public health regulations.
- Demonstrated desire to learn about advocacy and policy efforts at the Kentucky Chamber
- Excellent oral and written communication skills
- Working knowledge of Microsoft Office programs
- Must be a team player and willing to work in a collaborative environment
- Willingness to ask questions and adapt. Ability to remain flexible as projects and priorities change.
- Self-motivated, passionate, and professional.

This program is specifically funded to help individuals from diverse background gain experience in governmental affairs.



Internship Job Description

Job Title: AT&T Governmental Affairs Internship Program for Minorities- INTERN

Department: Public Affairs

Reports to: VP- Public Affairs

Status: Part-time

SUMMARY Internship learning opportunity includes gaining knowledge and the development of a deeper understanding of political activity, the legislative process, advocacy, and current laws and regulations as they relate to business. The intern will assist the Public Affairs team in assorted administrative, clerical, research, and programmatic tasks and projects. The position is based in Frankfort with some remote capability and includes limited local and in-state travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Undergraduate students must have completed at least one full year of college with a major in a related area and a grade point average of 3.0 and above.
- Applicants must be able to work at least 10 hours per week.
- The intern must also attend some lobbying activities at the Capital.
- Demonstrated desire to learn about our work
- Excellent oral and written communication skills
- Working knowledge of Microsoft Office programs
- Must be a team player and willing to work in a collaborative environment
- Willingness to ask questions and adapt. Ability to remain flexible as projects and priorities change.
- Self-motivated, passionate, and professional.
- Helps coordinate policy events such as Small Business Day at the Capitol, Legislative Preview
- Assist at Chamber functions, including Chamber Day, Business Summit and Annual Meeting, Golf Outing, and other events as needed

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

Undergraduate students must have completed at least one full year of college with a major in a related area with a grade point average of 3.0 and above. Proficiency in Microsoft Office, Google Drive, Google Sheets.



LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must have a valid driver's license.

TECHNOLOGY SKILLS - Proficient in most recent Microsoft Word operating system including Excel, PowerPoint, Word (mail merge).

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision and Distance vision.