

Association County Commissioners of Georgia Student Intern Program

The Association County Commissioners of Georgia (ACCG) is a nonprofit organization representing Georgia's 159 county governments. ACCG serves its membership by (1) engaging in consensus building activities on public policy issues, (2) providing training to county officials and staff, and (3) representing county government interests before the General Assembly and federal and state agencies.

Summer Policy/Research Intern Position

Qualifications: Applicants must be current undergraduate juniors or seniors, or graduate students, in public policy, public administration, political science or a related field. Applicants should have high attention to detail; be able to work well as part of a team, but also be able to perform tasks independently; possess exceptional oral and written communication, research, and organizational skills; present a professional appearance; be prompt and reliable; and have experience in working with spreadsheets, databases, and general word processing programs.

Responsibilities: Research projects will be assigned to the intern throughout the summer involving various policy topics affecting county governments (e.g. revenue and finance, economic development, transportation, public safety, courts, public health, human services, and natural resources and environmental protection). A primary project will be assigned and will be substantially, if not completely, the responsibility of the intern and will result in a tangible work product at the completion of the internship (e.g. a report, manual, or brochure). The intern may also provide ACCG staff with research support on a wide range of other policy issues as needed. Duties may include data and information collection through in-person or telephone interviews, written surveys or literature/document reviews; comparative analysis; data input and verification; writing sections of guidebooks, reports, training manuals and summaries; tracking county election results; maintenance of records; and general administrative assistance.

Term: The 2018 summer semester, from approximately the middle of May through the first full week of August.

Work hours: The intern will be required to maintain a regular weekly schedule during office hours and will work a minimum of 20 hours a week.

Compensation: \$12 per hour for graduate and law students, \$10 per hour for undergraduate students. Parking or transportation stipend also will be provided. No benefits.

To Apply: Please provide a resume, the names and contact information for three professional and academic references (at least one of both), and a writing sample by **March 2, 2018** to:

Michele NeSmith, Research and Policy Development Director
Association County Commissioners of Georgia
Email: mnesmith@accg.org, Phone: 404-522-5022 x195

The Association County Commissioners of Georgia is an equal opportunity employer.