



Greater Phoenix  
Chamber of  
Commerce

## **Public Affairs & Economic Development Intern:**

The internship program with the Public Affairs & Economic Development Department of the Greater Phoenix Chamber of Commerce will immerse the student in legislative relations, public policy activities and economic development strategies on behalf of the Greater Phoenix business community. In addition, the individual will be introduced to the organizational structure of a large non-profit, membership driven organization, which offers various programs to support the productivity and growth of its member businesses.

The Greater Phoenix Chamber of Commerce has a mission in support of business in metropolitan Phoenix and the economic development of the Valley. To this end, a student intern will have interaction with each department of the Chamber and their activities toward supporting the Chamber's mission.

### **The responsibilities of an intern will include:**

- Bill tracking: updating the status of legislative proposals during the legislative session by utilizing the Legislative On-Line Assistant online system
- Committee Monitoring: attending standing legislative and study committees and reporting the action of the committees
- Document Preparation: preparing documents for the Chamber's Public Affairs and issues committees, providing updates for Chamber publications to members
- Legislative Interaction: working with legislators and staff to collect information and track bills and amendments
- Events Assistance: miscellaneous supporting roles, such as preparation for, registration of attendees, and greeting members at various department business events
- Clerical Assistance: miscellaneous clerical activities in support of Public Affairs mission

### **An intern will demonstrate the following skills:**

- Professional Writing: The intern shall prepare letters, memos, and bill summaries for use by Chamber members and legislative staff.
- How a Bill Becomes a Law: AZ: The intern will become familiar with the legislative process that is necessary for the passage of a law in Arizona. (Introduction of a bill, Committee Of the Whole, Caucus, etc.)
- Legislative Draft Analysis: The student intern will become accustomed to the methods used to decipher proposed changes in law and session law.

### **Compensation & term of employment:**

- The Public Affairs & Economic Development intern will receive a stipend in exchange for a minimum of 20 hours per week for a term spanning the spring semester and 2010 legislative session. The Chamber will work with the student to obtain college credit for the internship in addition to the stipend. The Chamber will also provide the intern with a free access card for the Chase Parking Garage located at 1<sup>st</sup> Street and Van Buren, which can be used daily and when attending downtown events.

**Please contact Gabriel Rushing, Public Affairs & Economic Development Coordinator, at (602) 495-6497 or [grushing@phoenixchamber.com](mailto:grushing@phoenixchamber.com)**