



33 North Third Street, Suite 400
Columbus, Ohio 43215

INTERNSHIP POSTING

Internships are opportunities for students and recent graduates to learn from on-the-job experience and training.

Position(s):

Office Administrative Intern

Office Legislative Intern

Openings for two part-time positions.

Description

NVG

New Visions Group enjoys the challenge of positioning businesses, non-profit organizations and trade groups for business opportunities with Ohio municipalities, the state legislature and statewide government agencies. As a specialty, we have uniquely positioned ourselves to be the “go to firm” for Ohio local government matters. We stand by our relationships and protect them for our client’s benefit.

We provide our diverse, select group of clients with services including:

- Direct lobbying
- Community relations,
- Multicultural affairs,
- Grassroots mobilization; or
- A combination of disciplines tailored to achieve success.

Our value added approach, partners our clients' desired outcomes with practical strategies for a winning combination that produces results.

Responsibilities of The Internship Position:

Interns will gain an understanding of small office management and procedure, clerical, organizational and research work. Interested interns will also receive the opportunity to learn about Government Relations, lobbying and client work.

- Basic web and phone based research.
- Become familiar with the legislative priorities and policy issues of NVG and its clients.
- Create legislative updates and reports for team when necessary.
- Assist in creating and implementing grassroots strategies.
- Assist in organizing grassroots campaigns and assist grassroots leadership with their messaging to legislators and general public.
- If available, attend public hearings and legislative committee meetings.
- Develop coalitions to support the passage of policy issues.

Qualifications/Skills:

We require that all employee and interns alike be organized, detail-oriented and great at people management. Please have excellent verbal and written communication skills. Show some knowledge in Ohio government and be familiar with grassroots campaigns (i.e. policies, functionality, etc.).

- Legally eligible to work in the United States.

- Basic Computer Skill, including an understanding of Spreadsheets/Excel and Word Processing
- Be able to utilize social media where appropriate.
- Have a comfort and proficiency with technology like social media, MS Office and have the willingness to learn user-friendly software.
- Be able to multi-task and work independently.
- Must be reliable, and punctual.
- Must be able to adapt to changes in projects and priorities as required.

This is an unpaid internship position.

How To Apply:

Contact

Ami Williams

Account Executive

New Visions Group

(614)280-1299

awilliams@newvisionsgroup.com

Resume

Email your resume and questionnaire to our Account Executive.

*We are an EEO employer.



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INTERNSHIP QUESTIONNAIRE

Internships are opportunities for current students, recent graduates and developing professionals to learn from on-the-job experience and training. We also welcome those with nontraditional academic experience.

*if applicable.

General:

First Name:	Last Name:
E-mail:	
Home Phone:	Cell Phone:

Position(s):

Office Administrative Intern

Office Legislative Intern

Please list your availability (M-F 9-5)

Day(s)	Monday (9-5)	Tuesday (9-5)	Wednesday (9-5)	Thursday (9-5)	Friday (9-5)	Total Hours Per Week
Available Hours						

Please list your internship start and end date:

Start Date:	
End Date:	

Description:

Please list your university or college*

University/College	
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Cumulative GPA*

Responsibilities of the Internship Position:

Provide a brief paragraph on what you hope to gain from an internship opportunity with NVG.

Please list your program requirements (hours, experience, required documentation etc.)*

Qualifications/Skills:

Please list any office skill sets you possess.

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How To Apply:

Email your resume and this form to our Account Executive.

Ami Williams, Account Executive

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