

# Heartland Campaign Management

## Internship Job Description

**Hiring Contact: Amanda Temoshek, 402-250-8169 or [Amanda@heartlandcampaign.com](mailto:Amanda@heartlandcampaign.com)**

**College credit submission support if desired, as well as stipend.**

### Intern Job Description

#### Company Overview

Heartland Campaign Management works with republican candidates and conservative causes throughout the Midwest. Clients include federal incumbents as well as republicans running for open federal and statewide seats. This internship is ideal for students interested in working in a fast-paced campaign environment while gaining experience working with a variety of candidates.

#### Position Overview

The internship position at Heartland Campaign Management will assist in planning and executing campaign events for Republican candidates and conservative causes. The position will report to Campaign Finance Project Manager. This position requires an individual who can work as a self-starter and independently. Good organizational skills and attention to detail are a necessity as well as working in a team environment. 15+ hours per week required (negotiable schedule) depending on classes.

#### Essential Job Functions

- Self- starter who can work independently
- Good organization skills and attention to details
- Excellent communication skills, in particular phone skills
- Familiarity with Social Media
- Team member
- Detail oriented event planner

#### Potential Duties

- Assist in planning campaign events – securing locations, ordering food, design/printing and mailing on invitations, responding to correspondence, developing briefing documents for fundraising event, calling to personally invite and ask for sponsorship
- Assist with campaign-related mailings – creative concepts, design, editing and work with printer/mail house
- Make fundraising calls
- Data-entry and filing
- Make other campaign calls as needed (for putting out signs, volunteers, etc).
- Assist Campaign Finance Manager in scheduling and project management when requested.

#### Requirements

- Keep client information and lists confidential.
- Strong attention to detail and timeliness.
- Basic understanding of printing, mail fulfillment, online contributions and email solicitation.
- Proficient with Excel and Word.

