



TULSA COUNTY DEMOCRATIC PARTY

Internship Program

Internship Information

Compensation: Unpaid (College credit may be available)

Position Location: Tulsa, OK

Tulsa County Democratic Party
907 S Detroit Ave, Ste 700
Tulsa, OK 74120

Job Summary: Interns will be responsible for assisting our leadership team in the daily operations the Party. These duties could include research of issues, voter outreach, event planning, analyzing data, and preparation of reports. This involves working well in a team situation. The internship will provide prospective applicants a statewide perspective of a political organization. Individuals that are thinking about a career in politics or government are highly encouraged to apply.

Hours/Schedule: Flexible Schedule. Approximately 10-20 hours per week.

Education: High School or equivalent; some college preferred.

Applicants with related degree fields such as: Political Science, Business Administration, Economics, Accounting, Marketing, Graphic Design, Liberal Arts, Management, etc. are preferred. All are encouraged to apply.

Skills Required

- Microsoft Office (Word, Excel, PowerPoint)
- Basic Research and Data Entry
- Strong Communication
- Writing Skills
- Time Management

Skills Preferred

- Event planning
- Social Media
- Adobe Photoshop
- Video Production
- Graphic Design
- Accounting

How To Apply: Please fill out this application and email it with your resume attached to info@tulsacountydemocrats.org

You may also return the application in person at our headquarters.

Internship Application

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Residential Phone: (_____) _____ Work Phone: (_____) _____

Cellular Phone: (_____) _____

e-mail: _____

Are you legally eligible to work in the U.S.?

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment?

Are you requesting that your college grant you credit hours for your internship?

Availability:

Monday:

Friday:

Tuesday:

Saturday:

Wednesday:

Sunday:

Thursday:

1. What experiences have you had that will help you be effective this program?

2. What skills are you trying to develop?

3. Tell us what you know about the Tulsa County Democratic Party:

4. Who is your favorite President and why?