

RECRUITING ANNOUNCEMENT

Legislative Intern (Temporary)

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks a temporary intern to assist our Director of Strategy and Public Policy during the 83rd Session of the Nevada Legislature.

Core Functions & Responsibilities

- Assist with tracking legislation through the legislative process, including version control and the tracking of amendments and exhibits;
- Schedule meetings with legislators and other stakeholders;
- View and take notes during committee hearings and other meetings;
- Assist with the coordination of legislative efforts agency wide;
- Other duties as assigned.

Demonstrated Knowledge/Skills/Abilities

- Able to provide own transportation to work in GOED's Carson City office and at the Nevada Legislature when needed;
- Appropriate professional attire is required;
- Positive attitude, attention to detail and accuracy a must;
- Must be organized and have excellent written and oral communication skills;
- Strong working knowledge of Microsoft Office products.

Education and/or Experience

- Graduation from high school or equivalent education;
- Legislative or Government Affairs experience a plus.

Salary

\$18.00 per hour. This position will be temporary, non-classified, non-exempt and working less than 20 hours a week.

There are no benefits, accrued leave or retirement options with this temporary position.



Location

This position will be based in Carson City, Nevada.

To Apply

Please send cover letter and resume to Michelle Sibley at msibley@goed.nv.gov

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.