

### **Job 3: Administrative Specialist 1: General Counsel's Office**

#### **Job Responsibilities and Deliverables**

- Reviewing, editing and at times drafting policy and informational memos
- Drafting and editing external communications including formal presentations, remarks, talking points, and social media posts
- Solicit, collect, gather data on contributing to policy development and grant applications
- Assist in preparing for meetings
- Track progress on key strategic priorities

#### **Describe the general learning involved in this internship**

- The intern will be exposed to a large, diverse organization led by a dynamic leadership team. In the course of a day or week, the intern will be exposed to a variety of policy and budget issues, meetings involving key internal and external leaders, contribute to policy development and key communications. In the wake of the COVID-19 pandemic, staff resources have been stretched thin, creating additional opportunities for staff to rely on intern for even more substantive work.

#### **Describe the level(s) of supervision, mentoring, and/or exposure to key people within the organization or the policy field, to be expected as part of this internship**

- The intern will work closely with the Chief of Staff of the Department, the Secretary's Special Assistant, and the Secretary's Executive Assistant. This will include structured and routine check-in meetings.
- The intern may also participate in meetings and events beyond the scope of their daily responsibilities to expose them to a wider range of policy areas.

#### **Intern & Supervisor Goals for this Internship Experience**

- Gain insight into public sector leadership and decision-making
- Sharpen practical policy development and communication skills
- Perspective on public sector organizational management

#### **Management Preference**

Student enrolled in a Juris Doctor (JD) program at a Historically Black College or University (HBCU) or Minority Serving Institution located in North Carolina.

#### **Knowledge, Skills and Abilities**

- Ability to work on-site **20 hours per week (In-person only)**, Monday Friday between the hours of 8 am and 5 pm.
- Ability to work with diverse internal and external customers.
- Ability to analyze and present data in easy-to-understand formats.
- Ability to plan and implement programming.
- Ability to compile, assimilate and organize both printed and electronic information.
- Ability to identify and understand issues, problems and opportunities.
- Excellent communication skills with experience creating newsletters and project campaign coordination.

- Knowledge of services, policies and procedures related to a program or area of specialization.
- Ability to demonstrate and apply this knowledge in performance of administrative tasks; ability to explain and interpret information to clients/customers and staff.
- Ability to compile, assimilate and organize both printed and electronic information: ability to apply knowledge of data collection, storage
- Ability to utilize office equipment and other relevant technology (software and systems) to meet organizational needs.
- Ability to identify and understand issues, problems, and opportunities; use effective approaches for choosing a course of action or developing appropriate solutions.
- Ability to clearly convey information and ideas through a variety of media to individuals or groups.
- Ability to present ideas clearly and effectively in written form; ability to adjust language or terminology to meet the needs of the audience; ability to use correct grammar, organization, and structure.
- Excellent use of Microsoft products

**Minimum Education and Experience**

High School diploma or General Education Development (GED) diploma and two years of related administrative experience; or equivalent combination of education and experience.