

January 2019

Internship Opportunity

State Representative Morgan Cephias—192nd District

Office: (215) 879-6625

RepCephias@pahouse.net

“Rebuilding the 192nd District, Block by Block”

Legislative Term 2019-2020



Come Visit Us!!!

DISTRICT OFFICE

*5921 Lancaster Avenue
Philadelphia, PA 19151*

(215) 879-6625

Fax: (215) 879-8566

HARRISBURG OFFICE

104B East Wing

PO Box 202192

Harrisburg, PA 17120-2192

(717) 783-2192

RepCephias@pahouse.net



Are you looking for an exciting and meaningful internship? Do you love working for your community? Would you like to impact state policy?

If you answered yes to any of these questions, then the Office of State Representative Morgan Cephias is the place for you.

State Representative Cephias represents the 192nd Legislative District and has already made her mark. Some of her accomplishments include:

- Secured over \$1 million in grants to spread across the Overbrook, Carroll Park, Wynnefield and Haddington neighborhoods for education/libraries, community improvements, commercial corridors and parks & recreation.
- Ushered legislation to provide internships for District students by sponsoring the “Philadelphia Internship Tax Credit.”
- Helped to secure grant funding for campus sexual harassment training and awareness for Saint Joseph’s University.
- Drafted legislation to “Ban-the-Box” on admission applications to PA State System of Higher Education universities.

TO APPLY:

Applicants must: be willing to work a minimum of 15hrs/wk (may include some evenings or weekends)

Send cover letter, resume and writing sample to:

Anjelica Sanders, Policy Director at Asanders@pahouse.net, with “*INTERN APPLICATION*” in the subject line. Internship applications are accepted on a rolling basis. While this is an unpaid internship opportunity, we are an eligible work-study placement and can work with any student interested in gaining academic credit. This opportunity is also open to students seeking community service hours.

INTERN RESPONSIBILITIES:

Budget Analysis Constituent Services Economic Development
Communications Legislative Drafting Press Relations

Please direct all inquiries and information requests to Anjelica Sanders, Policy Director (215) 879-6625



**REP. MORGAN B.
CEPHAS**
*192nd Legislative District
Philadelphia County*

Position: Intern (Urban Planning)

Description: The District Office of State Representative Morgan Cephas is currently seeking an energetic, responsible intern to join our team. In this position you will gain the opportunity to learn the ins-and-outs of our daily routines and procedures and receive a project assignment in one of the following areas: budget analysis, constituent services, economic development, communications, legislative drafting, public policy, press relations, administration, and/or community service. You must be able to work in a fast paced environment, with the ability to multi-task, work professionally and independently.

Responsibilities include, but aren't limited to:

- Community Relations - attend meetings with and on behalf of the Representative to gain a further understanding of community needs and offer solutions; work with community organizations on special projects
- Development - seek grants and other funding opportunities for special projects; communicate requirements to representatives of community organizations
- Work with local agencies and community leaders to identify community development opportunities; work collaboratively on identified projects and tasks
- Constituent services - correspond and communicate with constituents via telephone calls, email and one-on-one office visits; utilize the State's Constituent Tracking System (CTS); updating case records; update constituent case management, update constituent email addresses
- Communications and press relations - prepare documents, drafts and reports; information and research materials; create and update PowerPoint presentations
- Public policy – Review legislative drafts; conduct research, review and analyze policies in one or more topic areas

Intern Requirements and Qualifications

- Current student (undergraduate, graduate). Undergraduate and graduate students must be enrolled in an accredited university/college program to receive credit
- Academic credit in urban planning, public policy or public administration related course(s)
- Proficient use of Microsoft Office Suite: Word, Excel, Outlook and PowerPoint required
- Energetic and eager to tackle new projects and ideas

(All constituent personal and case information, office assignments performed during internship are mandated confidential and should be kept protected at all times)

Intern Signature

Date

Supervisor Signature

Date

Chief of Staff Signature

Date