**Applicant Information**

**Contact Info:**

Name:

Phone:

Email:

Address:

**Reference #1:**

Name, Title:

Relation:

Phone:

Email:

**Reference #2:**

Name, Title:

Relation:

Phone:

Email:

**Please rank your top three areas of interest (1 = most interest):**

\_\_\_\_\_ Communications & Research

\_\_\_\_\_ Finance & Fundraising

\_\_\_\_\_ Membership & Party Building

\_\_\_\_\_ Operations & Compliance

**Please submit this page along with a resume and cover letter to Mackenzie Carroll at** [mackenziec@wisdems.org](mailto:membership@wisdems.org)**.**

**Internship Focus Areas**

**Communications & Research**

Communication Interns will work with the Communications team to monitor press, social media, and blogs and update press lists as necessary. They will also assist with press clips, talking points, press releases, and writing projects. Knowledge and/or experience in journalism, as well as traditional and social media is preferable.

**Finance & Fundraising**

Fundraising Interns will be responsible for assisting the Fundraising & Finance team with numerous tasks including: donor research and prospecting, staffing and helping to organize fundraising events, and assisting with donor outreach. Interns will get learn about various fundraising methods, cultivating donor relationships, and using campaign finance software.

**Membership & Party Building**

Membership Interns will interact with DPW members and Party leaders on a variety of issues. They will also help engage members through mailings, phone calls, and writing projects. Membership Interns will learn to use NGP, a common political database. They will also get the opportunity to work on projects relating to the annual state convention.

**Operations & Compliance**

Operations Interns will work directly with the Operations & Compliance Director to track contributions, monitor expenses, and ensure the Party is working within Wisconsin and federal finance laws and regulations. Interns work extensively with various databases to track expenses and receipts. Interns must be detail oriented. Experience in accounting or finance is preferred.