



Governor's Office of Constituent Affairs

INTERNSHIP OVERVIEW & APPLICATION

INTERNSHIP PROGRAM OVERVIEW

The internship program within the Governor's Office of Constituent Affairs (GOCA) provides bright, highly motivated undergraduate and graduate students an opportunity to experience the operations of state government firsthand.

Interns connect constituents to crucial state services, while developing an expertise in state government programs and functions. The GOCA office is also responsible for all correspondence output on behalf of the Governor's Office, including official proclamations and letters from the Governor. Interns work closely with GOCA staff members to ensure constituents and document requestors get the services they need. Interns additionally have the opportunity to work on special projects throughout the Governor's Office.

Duties

- Answer the GOCA Helpline
- Take down constituent concerns and send the concerns to agency liaisons
- Open and sort mail for the Governor and Governor's Staff
- Scan casework and scheduling requests
- Open and respond to emails on behalf of the Governor

This internship is part-time and unpaid. Academic credit may be available dependent on each institution's criteria.

Applicant Eligibility

- Currently working towards a college/university degree or is a recent college graduate
- Strong reading, writing, and communication skills
- Ability to maintain professional attitude in a high-stress environment

Location

Internship opportunities are available in the Springfield office only. There are no Constituent Affairs positions available in the Chicago office.

Selection Process

Candidates will be chosen for the internship based on their written submissions and interview performance.

Calendar

Applications are accepted on an ongoing basis. Internships are available for spring, summer, and fall terms. Spring internships last 15 weeks from January until April. Summer internships last 10 weeks from May until August. Fall internships last 15 weeks from September until December. Internship start and end dates are flexible.

Contact

For further details or information, contact:

Gabrielle Mendy, Associate
Governor's Office of Constituent Affairs
207 State House
Springfield, Illinois 62706
Phone: (217) 782-1109
Email: Gov.GOCAInternship@illinois.gov



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APPLICATION

Last Name _____ First Name _____

Current Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Date of Birth _____

If applicable, please indicate an alternative address and phone number where you may be reached:

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Checklist

Ensure you have included the following before sending your application:

1. Cover letter and current résumé
2. Writing sample
3. Completed application and availability

Writing samples must have been written within the past year and be between 500 and 1000 words. An ideal writing sample will showcase your knowledge of the English language and ability to address an audience in a professional setting.

Please email completed applications to:

Gabrielle Mendy, Associate
Governor's Office of Constituent Affairs
Office of Governor JB Pritzker
Email: Gov.GOCAInternship@illinois.gov



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AVAILABILITY

Preferred Term (please circle one) Spring Summer Fall

Preferred Start Date: _____

Office operating hours are 8:30AM - 5:00 PM. Please indicate when you are ***not*** available by placing an "X" in the corresponding box. Applicants should allot between **10 and 20 hours per week** for the internship.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am-9am					
9am-9:30am					
9:30am-10am					
10am-10:30am					
10:30am-11am					
11am-11:30am					
11:30am-12pm					
12pm-12:30pm					
12:30pm-1pm					
1pm-1:30pm					
1:30pm-2pm					
2pm-2:30pm					
2:30pm-3pm					
3pm-3:30pm					
3:30pm-4pm					
4pm-4:30pm					
4:30pm-5pm					