INTERNET 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
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.GOCAIternship@illinois.gov
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.

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