

## Intern for Colorado Secretary of State

### Overview:

Jena Griswold for Secretary of State is seeking an intern for a 2022 reelection campaign.

### About Jena:

In 2018, Jena Griswold was the first Democrat to win the Colorado Secretary of State race since the 1950s and won with an eight percent victory margin. In 2019, Griswold worked with the legislature to pass campaign finance reform, automatic voter registration, and the Colorado Votes Act, which added polling locations and mail ballot drop boxes across the state, guaranteeing them on all public universities and tribal lands. In 2020, the Secretary of State was the leading advocate in expanding mail ballots nationwide. In 2021, Griswold was elected as the chair of the Democratic Association of Secretaries of State.

### Responsibilities:

This internship will be based out of Denver, Colorado; however, due to COVID, most work can and will be performed remotely from home. An intern can expect and should be able to work independently to complete tasks in a fast-paced environment. The intern will need to be flexible and able to perform a wide range of tasks/hold various responsibilities including data entry, conducting research, help with communications including social media and digital advertising, conducting outreach, recruiting volunteers, and more. The right person for this role should possess these characteristics:

- Ability to work independently within a collaborative environment
- Discretion and confidentiality
- Passion and knowledge of politics
- Ability to stay organized
- Strong writing skills

### Qualifications:

Successful candidates will have:

- A strong and thoughtful attention to detail
- Ability to communicate clearly and proactively
- Reliable transportation
- Located in Colorado
- Current undergraduate or graduate student or recent graduate
- Political Phone banking experience

### Salary:

\$500-\$1200 monthly stipend depending on experience and number of hours available to work.

### To apply

Please submit a resume and cover letter to [danielle@jenaforcolorado.com](mailto:danielle@jenaforcolorado.com). Please put **“Intern Application”** in the subject line of the email. Interviews will be conducted on a rolling basis and the position will remain open until filled. Spanish speakers, people of color, LGBTQIA+ and women are encouraged to apply.