



2024-2025

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Internship GUIDE

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Introduction



Internships at Senator Robyn Kennedy's office offer a unique opportunity for students and recent graduates to gain firsthand experience in state government and public policy. Interns work closely with legislators and their staff, assisting with research, drafting legislation, and constituent services. These internships provide valuable insights into the legislative process, enhancing interns' understanding of how state policies are developed and implemented. Additionally, interns often attend committee hearings and other official events, broadening their exposure to governmental operations. The experience gained at the State House can be instrumental in building a career in public service, law, or advocacy. Overall, these internships foster professional growth and civic engagement among participants.

About



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Senator Robyn Kennedy, born and raised in Worcester, MA, serves as the State Senator of the First Worcester District with a specific focus on the care economy, from childcare to elder care, investing in our workforce, improving regional public transportation, and reducing the gap on racial and health inequities. She most recently served as the Chief Operating Officer at the YWCA Central MA. She has also previously served as the Deputy Chief of Staff to former Lt. Governor Tim Murray and the Deputy Assistant Secretary for Children, Youth and Families at the Massachusetts Executive Office of Health and Human Services

After graduating from Holy Name High School, she went on to get her Bachelor's degree from Assumption University and Masters in Public Administration from Clark University.

In 2005, after working on the re-election campaign for Congressman Jim McGovern and the campaign for Ed Augustus for State Senate, she joined Senator Augustus in his office as a Legislative Aide. In 2007, she joined Governor Deval Patrick and Lt. Governor Tim Murray as a Deputy Director of Appointments. From there she went on to the Lt. Governor's Office as a Director of Policy and Interagency Initiatives, then a Deputy Chief of Staff, and a Deputy Assistant Secretary for Children, Youth and Families.

Who We Are

Meet Our Team



**CAROLE
MEEHAN
OYAMA**

CHIEF OF STAFF



**BRYAN
BATES**

LEGISLATIVE DIRECTOR



**GISELLE
RIVERA-
FLORES**

*DIRECTOR OF
COMMUNICATIONS*



**KAYANNA
JAMES**

DISTRICT DIRECTOR

Team Members

CHIEF OF STAFF

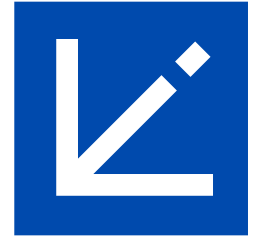
LEGISLATIVE DIRECTOR

DIRECTOR OF COMMUNICATIONS

DISTRICT DIRECTOR

INTERN TEAM!

Our Interns



Overview: Legislative interns for the Office of State Senator Robyn Kennedy gain practical experience working for a State Senator. Interns come from a varied spectrum of academic backgrounds and from both undergraduate and graduate programs. While we welcome those pursuing political science degrees, we also encourage those with other degree interests to apply as the intern program provides students with a better understanding of public service and the legislative process in Massachusetts. Interns are unpaid volunteers; however, students may be eligible to earn academic credit for their participation by working with their advisors and professors

Responsibilities: We work to tailor an intern's experience to individual interests, but duties typically include a variety of the following:

- **Administrative:** Answer phones, file, copy data, perform office errands, assist with scheduling.
- **Constituent/District:** Assist constituents in resolving problems, field calls regarding legislative inquiries, draft correspondence, staff senator at events.
- **Communications:** Prepare mailings, write letters, research news articles and local organizations, assist with social media.
- **Constituent/District:** Assist constituents in resolving problems, field calls regarding legislative inquiries, draft correspondence, staff senator at events.
- **Legislative:** Summarize proposed bills, research issues, and attend hearings, briefings, events, and floor sessions.

See more details below for the roles of college interns versus high school interns.

Skills: Written and verbal communication. Self-motivated. Ability to work closely with a team and pitch where needed. Punctual.

The Program



The Office of State Senator Robyn Kennedy is looking for full or part-time interns for the times periods listed below to perform the duties listed above. Interns for Senator Kennedy must be hardworking, professional, and driven.

College Students: Either District or State House interns. College students are able to participate in the Senate intern program, attending seminars and networking events. College students will have the opportunity to take part in both in-person and virtual meetings along with any administrative or research tasks our office may need. Our expectation is that interns will be available to work at least 15 hours per week. Our office is hybrid, but interns should be available in-person at least 2-3 days a week Monday through Thursday with remote tasks available at other times. For State House interns, this means commuting into the State House in Boston. For District Interns, this means attending events in the district based on the calendar for the week.

High School Students: Research Projects. Students will have the opportunity to research a topic of interest and present it to the team, including the Senator. Students will have the opportunity to connect with organizations, and other team members to assist in completing their research project.

Applicants will be accepted for sessions based on the deadlines below. If you have any questions or wish to apply, please complete the internship application:

<https://forms.gle/ZcEKgTBvGBVrWcaU9>

- Summer 2024 - Resume received no later than May 10, 2024
- Fall 2024 - Resume received no later than August 1, 2024
- Spring 2025 - Resume received no later than December 1, 2024

Thank You Very Much

GET IN TOUCH



617.722.1544



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www.senrobynkennedy.com