Duties Include:
- Assisting with constituent outreach
- Providing support in initiating casework
- Drafting communications
- Various daily office duties
- Working closely with Baldwin staff in multiple offices

Qualifications:
- Excellent written and verbal communication skills
- Initiative to work well independently and with others
- Basic computer literacy
- General interest in politics and constituent service
- Available to work at least 10 hrs/week

*University students of all backgrounds are encouraged to apply, prior political experience not necessary*

Applications accepted on a rolling basis until August 5

Please email a cover letter, resume, potential start date, and expected availability to:

Jean_brody@baldwin.senate.gov
Jean Brody, Staff Assistant, (608) 264-5338