



## **State Representative Mayfield (60 | D | IL)**

### **Constituent Services Intern**

- The ideal candidate is:
  - Able to communicate effectively with constituents and state liaisons,
  - Responsive to constituent requests
  - Has excellent attention to detail
  - Able to work through issues to a resolution and utilize an understanding of State government functions to find a feasible solution
- A working knowledge to community organizations and advocates is highly desired. Most importantly, we are looking for a person who is passionate about public service, highly organized, able to talk to anyone, and conduct themselves professionally at all times.
- Applicant needs to be available for events that occur after normal working hours or on the weekends. Work schedules will reflect those commitments and adjust accordingly.
- Ability to effectively and professionally create and translate office communications in Spanish is beneficial but not necessary.
- Proficiency in Microsoft Word, PowerPoint, Canva, and research abilities is beneficial
- Due to House rules, applicants must be a US Citizen or lawful resident with work authorization.
- This office is an equal opportunity employer and such is committed to building and maintaining an inclusive and diverse work environment. All qualified candidates are encouraged to apply.

Interested candidates should send a cover letter and resume to Dylan Olthoff at [60thdistrict@Gmail.com](mailto:60thdistrict@Gmail.com)