Internship Job Description
North Bay Association of REALTORS®

Job Title: Government Affairs Intern
Compensation: Unpaid
Application Deadline: February 1, 2013

Position Summary: This individual provides support for the government affairs program of the North Bay Association of REALTORS®. The Association’s government affairs program is aimed at advancing the interests of current and prospective real property owners and the real estate profession. To this end, the Association maintains an active political action committee, grass roots and professional advocacy and education operation. The Association represents some 3,000 members across Sonoma, Napa, Lake, and Mendocino Counties. The Government Affairs Intern reports directly to the Director of Governmental Affairs. The position is based out of the Association’s Santa Rosa office.

Position Requirements & Duties:

- Strong interest in lobbying, politics or public policy.
- Currently enrolled in a WASC-accredited 4-year university. Upper division students with record of academic achievement strongly preferred.
- Ability to commit an average of at least 16 hours per week over the course of the semester.
- Strong writing and editing abilities, including: advocacy letters, committee minutes and newsletter articles.
- Ability to manage multiple activities under deadlines.
- Strong research and public policy analysis skills.
- Professional demeanor and communication with internal and external stakeholders
- The position has access to confidential information. This position requires a high degree of discretion and confidentiality.
- Track emerging state, local and federal policy issues.
- Analyze policies and provide written memorandums.
- Meeting management including scheduling, meeting notices, meeting reports, meeting minutes.
- Limited travel, primarily within Sonoma County, may be required.
- Partial list (other duties as assigned).

Interested parties should submit their resume and cover letter to Ezrah Chaaban at ezrahe@norbarrealtor.com.