

Legislative Intern Job Description

Representative-Elect Hai Pham (he/him) of Oregon House District 36 is looking to hire a legislative policy intern for the 2023 long legislative session. This is a part-time position from January through June of 2023 with an hourly salary of \$15.

About Representative-Elect Hai Pham:

Hai Pham, DMD, is a pediatric dentist and newly elected state legislator who has spent the past fifteen years serving children and their families in Hillsboro and Beaverton. He is actively involved in the community as a member of the Governor's Children Cabinet, Past Oregon Board of Dentistry Board Member, and various charitable foundation boards, as well as the Pediatric Dentistry Chair at Randall Children's Hospital.

Representative-Elect Pham is passionate about healthcare policy, particularly achieving parity between medical and dental services and ensuring that low-income Oregonians have affordable and accessible health insurance options. As a leukemia survivor, Dr. Pham is deeply aware of how unaffordable life-saving care can be, and is committed to working with his colleagues in the legislature to address this issue.

Representative-Elect Pham is also a small business owner. He recognizes the importance of investing in small businesses across the state to support our communities through a global pandemic and recession. Investments in education, vocational, and college programs are a top priority as they will provide Oregonians with access to higher-paying jobs to support themselves and their families.

For the 2023 legislative session, Representative-Elect Pham will prioritize healthcare affordability, expanded statewide dental programming, and investments in small businesses in addition to serving the needs of the people of House District 36.

Our office is committed to making sure all voices are heard in the Capitol, particularly those who have traditionally faced barriers to engaging with our political system. Applicants from historically underserved communities (such as low-income, rural, or communities of color), those with ties to House District 36, or an interest in healthcare advocacy are encouraged to apply.

Position Description:

Our office is seeking a part-time legislative intern who will work primarily with the Chief of Staff to provide policy, constituent, and administrative support. We ask the intern to commit to a minimum of 16 hours a week (two full weekdays) and stay for the full session length which runs from January through the end of June.

This position will be paid at \$15/hour starting on January, 9th, 2023. All work will be done in person in the Salem office, or House District 36, but may switch to virtual if public health guidelines require it. Please note that the Capitol building in Salem will be undergoing major construction renovations over the next two years which may also affect the functions of the internship.

Legislative branch staffers are represented by a union, but membership is opt-in, and salary and benefits are subject to change once a contract has been approved.

Full vaccination against COVID-19 will be required for this role.

Responsibilities include but are not limited to:

- **Policy Research:** Assist staff by gathering information to support the office's priority bills; monitor committee, task force, and workgroup meetings.
- **Policy Project:** Depending on experience and academic goals, interns may have the opportunity to undertake a research project that will further their understanding of the legislative process and support the office's policy priorities.
- **Constituent Casework:** Track and tally constituent concerns, and draft responses to constituent inquiries.
- **Social Media:** The legislative intern may be asked to pitch and draft social media posts to provide factual and timely information on public health notices, state, local, and federal policy, and district-specific news.
- **Events:** Assist staff in planning and staffing town halls, constituent coffees, and other in-person or virtual events.
- **Office Management Support:** Answer phone calls, check voicemails, and other duties as assigned.

Desired Qualifications and Skills:

- Actively pursuing an undergraduate or graduate degree at an Oregon college or university.
- A team player who is highly motivated and detail-oriented.
- Ability to work comfortably in a high-stress, fast-paced environment.
- Strong written and oral communication skills.
- Ability to effectively form working relationships with other staff, constituents, and advocates.
- Dedication to public service and community engagement.
- Willingness to learn about and engage in the legislative process.

How to Apply:

- Resume
- Cover Letter (maximum one page)
- Two Professional or Academic References - include the referee's name, title, and contact information. Referees will not be contacted without explicit permission from the applicant.
- If you would like to receive academic credit, please detail the credit requirements and include contact information for the program advisor.

Please attach all the information above in an email to Representative-Elect Pham at hai@haifororegon.com with "Internship Application" in the subject line.

The deadline to submit your application is 5pm PST on Friday, December 2nd, 2022.

Representative-Elect Pham is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, disability, or age.

ADA accommodations will be provided upon request.