



# AHDC Internship and Fellowship Application

The Alabama House Democratic Caucus (AHDC) Internship and Fellowship Programs offer a unique opportunity for young leaders to gain hands-on experience during the legislative session. This program is designed so that interns and fellows will have first-hand experience on the inner workings of Alabama's State Legislature, the opportunity to work with legislators, and meet with organizations and think tanks across the state. This program is open to all majors. Undergraduate students with strong written and verbal communication skills are strongly encouraged to apply.

## How To Apply:

Interested applicants for the Spring 2025 term are encouraged to submit the application, a resume, and letter of interest no later than Nov. 30, 2024. Applications are accepted on a rolling basis.

## 2024-2025 Schedule:

**Summer 2024:** May 16 - Aug. 31

**Fall/Winter 2024:** Sept. 1 - Dec. 16

**Spring 2025:** Jan. 3 - Apr. 26

\*Dates are flexible. We are happy to work around employment and school schedules.

If you have any questions, contact  
Lee Auman at (334) 261-9652 or  
[cos@alabamahousedems.com](mailto:cos@alabamahousedems.com)

# MESSAGE FROM ALABAMA STATE HOUSE MINORITY LEADER ANTHONY L. DANIELS, JR



Dear Future Intern and Fellow,

The Alabama House Democratic Caucus Internship and Fellowship Program is an exceptional program that offers numerous opportunities beyond the Capitol upon completion. This program was created to give real experience working on behalf of the citizens of Alabama. The AHDC internship and fellowship offers students like yourself the opportunity to interact with legislators, cover committee meetings, work with think tanks, and aid in communicating with constituents in real time.

Many former interns and fellow of the AHDC Internship and Fellowship Program have gone on to run for elected office, to become public policy advocates and lawyers, and to work at various levels of local, state, and federal government.

Being selected to be a part of this program is an honor and it will truly enhance your academic experience. I hope that you will join us in the Capitol and I invite you to apply for this internship program.

# MESSAGE FROM ALABAMA STATE REPRESENTATIVE JEREMY A. GRAY



Dear Future Intern,

My career in politics started because I desired to make changes around me to better the lives of those within my community and to create a more fair representation in age, race, gender, and socio-economic status within the Alabama State Legislature. But, change is a word that requires action to see the results, so I decided to take a leap of faith. That leap came with me launching a campaign to run for elected office.

I ran my campaign off the idea and belief of moving people from poverty to productivity and from promise to prosperity. A part of the campaign goal was creating a platform to mold the next generation of leaders.

Being the youngest Democratic member in the Alabama State House of Representatives while also serving in a leadership role can be challenging, but with individuals like yourself, we can conquer any challenges that come our way. This program is transformational and transactional, because you get to see your hard work and dedication pay off in real-time.

Previous Interns of this program who once weighed the decision to apply, just like you, can now say that they helped me strategize on how to repeal a 28-year ban on yoga in K-12 public schools, which passed 83-17 in the House during the 2020 Legislative Session. Previous Interns of this program delivered superb talking points that were very useful for debates on the House floor. Previous Interns have elevated our efforts to fight for a bigger and better Alabama that's inclusive of everyone and doesn't leave anyone behind. So, I ask this question, what are you willing to do to move the State of Alabama forward?

We can't do this alone, and we can't do it without you. JFK said it best: "We do things not because they are easy, but because they are hard."

# Internship Description

## Policy Analyst Intern

Assist the staff in performing policy-oriented tasks, including but not limited to the following:

- Research, track, and analyze policies, amendments, and bills;
- Maintain communication with the Chief of Staff and caucus members (when directed) on the status of the legislation you are assigned to;
- Work with organizations that can help promote the caucus's legislative agenda and policies;
- Assist in scheduling and attending meetings in support of the caucus agenda;
- Staff legislative committees and prepare committee reports

## Communications & Digital Intern

Assist the staff in performing communications tasks, including but not limited to the following:

- Maintain communication with the Communications Director, the Chief of Staff, and caucus members related to the status of legislation and daily floor activity;
- Document and capture caucus events to share with constituents;
- Manage and update the caucus's social media platforms with relevant news and updates
- Assist members in creating or increasing their social media presence;
- Provide images and graphics to coincide with social and blog posts;
- Assist with video production and presentations (shooting, editing, etc.);
- Upload videos onto the caucus website

## Member & Constituent Services Intern

Assist the staff in performing constituent services tasks, including but not limited to the following:

- Prepare written correspondence to constituents, agencies, and advocacy organizations on behalf of caucus members and staff;
- Document and follow-up on constituent requests in collaboration with agencies and officials;
- Assist with planning and organization of caucus members' town halls, community meetings, and constituent outreach activities;
- Attend committee meetings and prepare reports;
- Assist the Chief of Staff and caucus members with daily tasks

# AHDC Internship Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Undergraduate College Attended: \_\_\_\_\_ GPA: \_\_\_\_\_

Major: \_\_\_\_\_ Degree Received: \_\_\_\_\_

Graduate School Attended: \_\_\_\_\_ Field of Study: \_\_\_\_\_

GPA: \_\_\_\_\_ Graduation Date (Expected): \_\_\_\_\_

Please list and describe the major college activities in which you have participated. Also, list any offices held as well as any major awards, scholarships, or recognition received.

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Please list your work experience for the past 5 years beginning with the most recent:

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Number of hours of credit seeking: \_\_\_\_\_. Please also provide the name, email, and contact number of the university professor who will oversee your internship below.

Professor's Name: \_\_\_\_\_ University: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

As an attachment to your application, please state why you are interested in this internship (500 words or less). In addition, please include your resume. If you plan to take additional classes or independent studies during your internship, please attach a copy of your anticipated schedule for the upcoming spring of semester.

*Please send all application materials to Lee Auman, Chief of Staff for the Alabama House Minority Leader, at [cos@alabamahousedems.com](mailto:cos@alabamahousedems.com)*