



Legislative Office Fall 2009 Internship Program

About the Department

Created in 1978, the Pennsylvania Department of Aging was established by the state legislature after many years of lobbying by persons representing the state's rapidly growing older population. The department serves as an advocate for the interests of older Pennsylvanians at all levels of government.

Pennsylvania has the third highest percentage of elderly residents in the United States. There are approximately 2.5 million individuals over the age of 60, with more than 302,000 over the age of 85 in the Commonwealth.

The department manages many services and benefits to older Pennsylvanians and works hand-in-hand with the Governor's Office and the General Assembly on legislation affording older persons a quality way of life.

In addition to serving the older adult community, the Department of Aging assists individuals with disabilities through the Office of Long-Term Living. The phrase "long-term living" represents a wide range of services and supports provided to disabled individuals over an extended period of time. The services and supports can be provided in many settings such as the community where one resides, one's home, one's residential setting, or one's nursing facility.

The Department of Aging is looking to the future, planning how to best meet the needs of both Pennsylvania's older and/or disabled citizens and their communities. The department's mission is to enhance the quality of life of all older Pennsylvanians by empowering the diverse community, the family and the individual. It is dedicated to serve its state's elder and disabled population and to provide them with the proper services and benefits one may need as they grow older.

For more information about the Pennsylvania Department of Aging, please visit the agency's website at <http://www.aging.state.pa.us/>.

About the Office

The Legislative Office of the Pennsylvania Department of Aging serves as the liaison between the Governor's Secretary for Legislative Affairs and the Secretary of the Department of Aging. Essentially the Legislative Director acts as a lobbyist for the agency. S/he is responsible for promoting the Department of Aging's legislative agenda.

The office's main duties include handling all legislative inquiries, watching the legislative calendar and tracking certain pieces of legislation. The Legislative office also works with the four Executive Directors of the four aging-related committees in both the PA House of Representatives and PA State Senate.

Internship Overview

The Pennsylvania Department of Aging fall internship program is designed for undergraduate-level students (students currently seeking a Bachelors degree) in political science, public policy, public administration, or a related field.

The fall internship will begin in early September and will end in early December; however, please note the Legislative Office is willing to accommodate the intern and their personal schedule. The internship is a full-time position and is unpaid. Students who are seeking to acquire college credit for the internship experience will have preference over students who are not taking part in the experience for college credit.

The Legislative Director is willing to cater to the needs of the intern and their academic work regarding the internship. Interns are always encouraged to take on projects with the Department of Aging and incorporate their work into their academics.

The internship involves working in the Legislative Office of the Department of Aging. There, the intern will be able to work firsthand with current legislation and be able to take part in the legislative process. Interns will be in constant contact and will be able to work with members of the Executive Office such as the Department Secretary, Deputy Secretary, and legal staff.

Possible work assignments include:

- Legislation analysis
- Evaluation and Research
- Project and program management
- Public Affairs and communications
- External Affairs and Intergovernmental Relations

Application Process

Individuals who are currently enrolled as an undergraduate student in an accredited college or university interested in applying for the fall internship program should complete and send the attached application to the department. Individuals must also email a resume, a writing sample of 2-3 pages (i.e., school paper, memo, or anything that favorably demonstrates your writing skills), a most recent copy of a college transcript (copy may be unofficial), and a letter of recommendation to Lisa Meade, Legislative Director, at lmeade@state.pa.us.

Applications will be accepted through Thursday, August 6th.

After all applications have been reviewed, applicants will be contacted for an interview. Interviews will take place the week of August 10th.

Students who are accepted to the fall internship program will be notified no later than August 21st after applicants are interviewed.

Further Questions

If you have any questions regarding the fall internship position, please call or email Lisa Meade at lmeade@state.pa.us or (717) 783-1550.

Mail or Fax Applications to:

Lisa Meade – Internship Program
Pennsylvania Department of Aging
555 Walnut Street, 5th Floor
Harrisburg, PA 17101-1919
Fax Number: (717) 783-6842



Legislative Office Internship Program Application

BASIC INFORMATION

_____ Date

_____ Name

School Address:

Permanent Address:

School Telephone Number:

(____) _____ - _____

Permanent Telephone Number:

(____) _____ - _____

Cell Phone Number:

(____) _____ - _____

Are you legally eligible to work in the U.S.?

If you are not a U.S. citizen, are there any restrictions on your eligibility for employment?

Are you requesting that your college grant you credit hours for your internship?

If you do not receive an internship in the Legislative Office at the Department of Aging, would you be interested in being considered for an internship position at another office within the department?

EDUCATION

Name and Location

Date of Graduation

Major

High School

College

Scholastic Honors and/or Achievements:

EMPLOYMENT HISTORY

	Name and Address	Telephone Number	Position Title
Most Recent Employer	_____	_____	_____

Supervisor (Name & Title)	Start Date	End Date	Description of Duties
_____	_____	_____	_____

	Name and Address	Telephone Number	Position Title
Employer	_____	_____	_____

Supervisor (Name & Title)	Start Date	End Date	Description of Duties
_____	_____	_____	_____

REFERENCES

Name	Telephone Number	Relationship	Known How Long
_____	(_____) _____ - _____	_____	_____
_____	(_____) _____ - _____	_____	_____
_____	(_____) _____ - _____	_____	_____

ESSAY QUESTION

Why would you like to work as an intern for the Pennsylvania Department of Aging? What skills and/or abilities do you possess that will help you in the work place?

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature Date