



Hannah

KLS REPORTS

Hannah KLS Reports (a division of Hannah News) is seeking Spring Semester interns to assist our legislative tracking operations in Frankfort, KY. Responsibilities include:

- Observing House and Senate floor debate and recording the legislative actions taken
- Reviewing legislative summaries and helping categorize legislation based on content
- Locating news stories, social media content and other information that relates to the Kentucky Legislature
- Updating news and media sections of the company website
- Using proprietary software to alert subscribers on information pertinent to their interest areas and actions taken on bills they are following.

The successful applicant(s) responsibilities will be based on qualifications and demonstrated ability and may include additional responsibilities not listed above.

Qualifications:

- Excellent written and verbal communication skills
- Basic understanding of the political process
- Ability to multitask and quickly record information via web and mobile devices (training provided)

Compensation

The successful applicant(s) will earn an hourly wage of \$10.00-\$12.00 based on experience. The number of hours worked will be determined by the activity of the legislature but the following availability requested serves as a good estimate of total hours.

Availability requested

Monday: 2:30 – 6:30 p.m.

Tuesday-Thursday: 1:00– 5:30 p.m.

Friday: 9:00 a.m. – 12:00 p.m.

The job will officially begin the first week of January 2019 with a mandatory initial week of paid training in December 2018 (specific dates based on successful applicant's schedule). Applicants should be available to work most of the above hours from January 8 – March 29. Additional hours may be available based on applicant's schedule and skill level.

How to apply

Send résumé to eschrage@hannah-ky.com



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More About Hannah News

Hannah News is the leading legislative tracking and reporting service in Kentucky, Indiana, Ohio & Illinois. The company provides real-time information and reporting tools to legislative professionals following the Kentucky Legislature. Our clients include Kentucky's largest lobbying firms, associations, universities and government entities.

Learn more at www.hannahnews.com

Hannah News Service-Midwest Spring 2019 Internship Syllabus

PART 1

An introduction to the legislative process: Moving from the textbook to the halls of the Statehouse

- Who writes legislation?
 - Legislators
 - Advocates
 - The Legislative Research Commission: An Overview
- How bills become laws or die trying
 - The role of committees and chairpersons
 - The role of advocates and the public as influencers
 - Grassroots advocacy
 - Earned v. purchased media
 - Volunteer / non-professional advocates
 - Coalition building
 - The use of public awareness campaigns
- Types of professional advocates and who they represent
 - Contract lobbyists
 - Corporate lobbyists
 - Association lobbyists
 - State agency lobbyists (liaisons)

PART 2

Legislative industry best practices

- Identifying actionable information from legislative meetings
- Effective use of industry resources and software

PART 3

Job shadowing and experiential learning

- A day in the life of a lobbyist



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- Each participant will meet with a lobbyist during the legislative session. Additional meetings may occur at the lobbyist's discretion.
- Participants are able to attend multiple receptions and other events which provide great networking opportunities.