



State Representative District 56

Mesha Mainor

Hello and greetings!

I represent District 56 which includes students from the Georgia Institute of Technology, SCAD, Georgia State University, and the AUCC. I am looking for students to assist with my legislative duties. We have several college students at the Capitol and I would like to offer the opportunity to others. In particular, I am looking for:

Internship One (5-10 hours each week)

- Setup up and assist with hosting bi-monthly virtual town halls
- Setup and assist with neighborhood planning units (NPU) and neighborhood association meetings
- Coordinate meet and greets with senior facilities, teachers, high school seniors
- Return phone calls and respond to emails

Internship Two (5-10 hours each week)

- Assist with social media (LinkedIn, Twitter, Facebook, and Instagram) posts with relevant information regarding current events and legislation
- Develop weekly newsletter and monitor usage and activity with email campaign software (i.e. Mailchimp, Constant Contact)
- Write press releases

Internship Three and Four (10 to 15 hours each week, includes some weekends)

- Develop and coordinate community canvassing activities
- Develop and coordinate phone-banking to increase awareness of events
- Organize and manage volunteers
- Coordinate college events with District 56 (Ga Tech, Morehouse, Spelman, Clark Atlanta, Morris Brown, SCAD)

Internship Five (10 to 15 hours each week until complete)

- Create District 56 handbook of businesses, schools (K-12 and colleges), elected leaders, community resources, NPUs, neighborhoods, legislative process, 2021 accomplishments, 2022 looking ahead accomplishments
- Write weekly Op-Eds related to legislation and current events

I look forward to speaking with you directly at a time convenient to your schedule. Applicants can reference the following instructions included.

All the best!

District 56 Team

18 Capitol Square, CLOB 411-G, Atlanta, GA 30334, (404) 656-0126, mesha@meshamainor.com



State Representative District 56

Mesha Mainor

Dear Applicant,

I appreciate your interest in working with Georgia State Representative Mesha Mainor. Representative Mainor was elected November 2020 to represent District 56 in Fulton County, Atlanta, Georgia.

District 56 includes the Historic Westside, Atlantic Station, Midtown, West Midtown, SW Atlanta, Ansley Park, Sherwood Forest, West End, Castleberry Hill, AUC, Georgia Tech, Marietta Street Artery, Home Park, Knight Park/Howell Station, Grove Park, Blandtown, and Piedmont Heights.

Rep. Mainor's S.H.E. Campaign focuses on public safety, human services, the environment, education, and economic development. Your State Representative is also passionate about workforce development, technology, renewable energy, and government accountability.

In her first year of Office, she was appointed as Vice-Chair of the Local Redistricting and Elections Committee and a member of the Special Study Committee on Lead Toxicity. The Speaker of the House nominated her to attend the 2021 Legislative Leadership Institute at the University of Georgia. And Representative Mainor successfully passed House Bill 762, creating the Fulton Technology and Energy Enhancement Authority (FTEEA). FTEEA is the first State Authority in Fulton County since 1965, when MARTA was created.

Representative Mainor currently serves on the Governmental Affairs, Education, and Interstate Planning legislative committees. We seek applicants who value community service and understand the importance of public policy. If you are interested in proceeding with the application process, please follow the steps below.

The 1st step of the interview process is a 5-10 minute phone interview. The phone interview will be an informal discussion on your previous work experience, your hours of availability to work, references you can submit, the background/fingerprint check, your political interests, and when you are available to start. We would also like to know your needs/wants from an Employer.

The 2nd part of the interview process is a face-to-face interview held at the Capitol, including a tour if time permits. The 3rd step of the application process is a background check that is paid by our office. If you successfully pass the background/fingerprint check, CONGRATULATIONS!! Let's plan for your 1st day!

There is currently no hourly wage for internships, but \$100 is provided monthly to help cover your transportation and food. Often, interns may continue to other paid positions as opportunities arise. As an intern, the experience you receive will be life-changing and unlike other positions.

Sincerely,

District 56 Team

18 Capitol Square, CLOB 411-G, Atlanta, GA 30334, (404) 656-0126, mesha@meshamainor.com

Application

Date: _____ Date Available: _____ Position: _____

Name: _____ Phone: _____

Address: _____

Email: _____ Citizenship: _____

SSN: _____ Authorized to work in U.S. _____

Prior crimes on background check: _____

High School (name/city-state): _____

College (name/degree/dates) _____

College (name/degree/dates) _____

Work

Name #1: _____ Dates: _____

Supervisor: _____ Number: _____

OK to contact? YES NO Why did you leave? _____

Name #2: _____ Dates: _____

Supervisor: _____ Number: _____

OK to contact? YES NO Why did you leave? _____

Name #3: _____ Dates: _____

Supervisor: _____ Number: _____

OK to contact? YES NO Why did you leave? _____

References (name/#): _____

References (name/#): _____

References (name/#): _____

I certify that my answers are true and complete to the best of my knowledge. If this application leads to a position, I understand that false/misleading information may result in my release.

Signature/Date: _____

<p><u>Internship #1 (5-10 hours/wk)</u></p> <ul style="list-style-type: none">• Arrange and assist with hosting bi-monthly virtual town halls• Arrange and assist with neighborhood planning units (NPU) and neighborhood association meetings• Return calls/respond to emails• Coordinate meet and greets with senior facilities, teachers, high school seniors	<p><u>Internship #2 (5-10 hours/wk)</u></p> <ul style="list-style-type: none">• Assist with social media (LinkedIn, Twitter, Facebook, and Instagram) posts with relevant information regarding current events and legislation• Develop weekly newsletter and monitor usage and activity with email campaign software (i.e. Mailchimp, Constant Contact)• Write press releases
<p><u>Internship #3/#4 (10-15 hrs/wk may include some weekends)</u></p> <ul style="list-style-type: none">• Develop and coordinate community canvassing activities• Develop and coordinate phone-banking for community events• Organize/manage volunteers• Coordinate college events (Ga Tech, Morehouse, Spelman, Clark Atlanta, Morris Brown, SCAD)	<p><u>Internship #5 (10 to 15 hours each week until complete)</u></p> <ul style="list-style-type: none">• Create District 56 handbook of businesses, schools (K-12 and colleges), elected leaders, community resources, NPUs, neighborhoods, legislative process, 2021 accomplishments, 2022 looking ahead accomplishments• Write weekly Op-Eds related to legislation and current events