



# Summer Internship Program

## Eligibility

Senate Committee Services actively recruits first-year and second-year law students, and first-year graduate students in public administration and other relevant programs.

## Intern duties

Senate Committee Services assigns interns to one or more of the Senate standing committees, with consideration given to the needs of the committees and the interests and experience of the interns. Interns conduct nonpartisan legal, fiscal, and policy research, and may draft legislation and give presentations before legislative committees.

## Training and education opportunities

Interns receive an orientation that includes information on legislative organization and process. Senate Committee Services provides regular seminars with state leaders including legislators, state agency administrators, lobbyists, judges, and other elected or appointed officials. Interns receive training on applications the Senate uses and individualized training from committee staff as it relates to their assignments. In addition, interns draft, analyze, and present bills in a mock hearing, which is an excellent opportunity to apply the skills and knowledge developed during the internship.

## Internship location

SCS offers this internship in a hybrid format, allowing some virtual and some in-person experiences. Currently the internship is being offered remotely, with one week required in Olympia on the capital campus for a mock session and hearing experience.

## Intern compensation

Interns are paid up to \$3,637 per month. Additional employee benefits and paid time off are not offered.

## Intern selection criteria

Candidates for internships must possess strong oral, written, and interpersonal communication skills and the ability to conduct nonpartisan legal, fiscal, and policy research and analysis. They should be self-motivated and have an interest in public service.

## Application/selection process

Interested students must:

- submit a cover letter, resume, and writing sample, either through their college or university's job portal, or directly to Senate Committee Services by emailing to [christopher.mccallister@leg.wa.gov](mailto:christopher.mccallister@leg.wa.gov)
- participate in an interview with SCS staff (applicants will be contacted with interview details). Interviews begin in the fall at most schools. If necessary, finalists may be asked to schedule a second interview, and may also complete a written exercise.



## Internship length

The internship lasts a total of 10 weeks. Interns may choose a start date in June that works best for their schedule. Remote work options are currently available. Interns should expect to attend in person for a 1-2 week long bill drafting workshop

## Committee assignments

Interns are assigned to committees primarily based on the needs of the Senate. However, interns' personal interests are considered to some degree if assignments are available with the respective committees. Interns are typically assigned to 1 or 2 committees for the 10-week period. The committees currently include the following:

- Agriculture, Water, Natural Resources & Parks
- Business, Financial Services, Gaming & Trade
- Early Learning & K-12 Education
- Environment, Energy & Technology
- Health & Long Term Care
- Higher Education & Workforce Development
- Housing
- Human Services
- Labor & Commerce
- Law & Justice
- Local Government, Land Use & Tribal Affairs
- State Government & Elections
- Transportation
- Ways & Means

## Recruitment schedule

August - October	Accepting Applications
November - December	Interview rounds
November - December	Positions offered to 3 to 6 interns

## Interviewers

**William Bridges**, Senior Coordinator for the Senate Law & Justice Committee. William has a B.A. in Political Science from the University of Washington and a J.D. from Gonzaga University. He has over 20 years of experience with Senate Committee Services. William also worked for the Pierce County Council, CenturyLink, the Bonneville Power Administration, and the Washington State Court of Appeals, Division II.

**James Kettel**, Operating Budget Coordinator for the Senate Ways & Means Committee. James has a B.A. in Sociology from the University of Michigan and holds M.B.A. and M.S.W. degrees from Washington University in St. Louis. James has worked in a variety of fiscal roles within state government for the past 20 years. He previously worked for Konica-Minolta in the Czech Republic, and a community college in Michigan.

**Greg Vogel**, Coordinator for the Senate State Government & Elections Committee. Greg has a B.A. in International Studies: Asian Studies from the University of Washington and earned his J.D. from Seattle University School of Law. Greg started his career at Senate Committee Services in 2015 as a Summer Policy Intern before officially joining the team at SCS shortly thereafter.



## Senate Committee Services

### Our Purpose

Senate Committee Services assists Senators in developing and evaluating policy alternatives to achieve their policy objectives. We achieve our purpose by:

- ensuring that committee meetings and other legislative processes operate efficiently and effectively, and are accessible to the citizens we serve;
- providing information, analysis, options, and recommendations that are non-partisan, relevant, accurate, objective, creative, and timely; and
- developing clear, understandable legislation that accomplishes intended objectives.

### Our Values

Initiative, integrity, teamwork, excellence, communication, and responsiveness guide us in our work with the people we serve and with each other.

### Our Goals

Our goals for continuous improvement of Senate Committee Services are:

- deliver responsive non-partisan service;
- work effectively together;
- foster individual development; and
- maintain a workplace that contributes to excellence.

## Nonpartisanship

Nonpartisanship is an essential distinguishing characteristic of SCS staff. We provide the same high-quality service and put forth the same effort for all senators regardless of political belief, affiliation, or rank. To ensure the appearance of nonpartisanship, staff should avoid public conduct that might lead an observer to believe we cannot provide impartial service to each senator.

## Housing

SCS cannot provide housing, but can provide information for those seeking short-term housing in Olympia.

## Additional information

Contact your school placement or internship center. Interested students may also contact Christopher McCallister or Senate Committee Services with questions:

Senate Committee Services:  
(360) 786-7400  
PO Box 40466  
Olympia, WA 98504-0466

Christopher McCallister  
(360) 786-7430  
[christopher.mccallister@leg.wa.gov](mailto:christopher.mccallister@leg.wa.gov)

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