



Wendy Sartory Link
Palm Beach County Supervisor of Elections
VotePalmBeach.gov

Internship Program Application *Must be a high school or college student*

Personal Information

Full Name: _____ DOB: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Year in School: _____ Major (If in College): _____

Emergency Contact

Full Name: _____ Phone: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Disclaimer and Signature

My signature acknowledges that I affirm the information on this application is true and accurate to the best of my knowledge, and understand this internship is not a promise nor guarantee of full-time employment.

Signature: _____ Date: _____



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Overview

The Palm Beach County Supervisor of Elections Office oversees elections in Palm Beach County. The office administers County, State and Federal elections, while providing assistance and support for Municipal elections. Charged with upholding Florida's election laws in the county, the office registers eligible voters, qualifies candidates for office, staffs polling locations, and provides voter outreach education and information. This internship program is intended to allow students to explore and learn about the election process through the practical application of skills in each of our different departments.

Specifications

This internship will focus on the voting processes that occur at the Palm Beach County Supervisor of Elections office. Students majoring in Political Science, Public Administration, Public Policy, Communications, Information Technology, and Logistics-related fields are encouraged to apply; however, all majors are eligible and will be considered.

Be aware that a condition of acceptance is that interns are required to work the entirety of the 9-week program cycle. There will be an optional 10th week based on your final assignment within the program. **If you will be taking vacation during the course of the internship program, please let us know at the time you submit your application. Vacation time cannot exceed 5 days or be from May 31, 2022, to June 10, 2022.**

It is possible that required trainings and activities may happen outside of our Main Office location. We recommend having a reliable form of transportation.

Please contact Leila Basili at leila@votepalmbeach.gov for more information.

Supplementary Materials

The following must be provided along with this application:

- 1) A copy of your current resume
- 2) A head shot, for our internal intern directory
- 3) A personal statement (1-2 pages, double-spaced) addressing the following questions:
 - i. What interests you most about an internship with the Elections Office?
 - ii. How would an internship with our office contribute to your professional and academic development?
 - iii. What skill sets do you possess that you believe will contribute the most to our organization?

The following are optional, but may be presented with your application:

- 1) A letter of recommendation
- 2) A cover letter

Deadline

Applications will be due by **May 13, 2022, by 5 P.M.** The internship is expected to run from May 31, 2022, to July 29, 2022. The optional 10th week will be from August 1-5, 2022.

Completed applications can be emailed to Leila Basili at leila@votepalmbeach.gov