



# The Commonwealth of Massachusetts

MASSACHUSETTS HOUSE OF REPRESENTATIVES

REPRESENTATIVE SIMON CATALDO

*14th Middlesex*

## Office of State Representative Simon Cataldo *Call for Law School Intern Applicants*

The Office of Massachusetts State Representative Simon Cataldo is accepting applications from highly motivated law school students looking to work on legislation and constituent services. Candidates for our legislative intern position should be hard-working, organized, and passionate about public policy.

### **About State Representative Simon Cataldo**

State Representative Simon Cataldo (D-Concord) represents the 14th Middlesex District, which includes the communities of Acton (precincts 1, 2, 6, and 7), Carlisle, Chelmsford (precincts 7 through 11), and Concord (precincts 1, 2, and 5). He is actively involved with legislation related to clean energy, education, disability rights, and other issues. You can learn more about Simon's background and priorities at [www.repcataldo.com](http://www.repcataldo.com).

Our legal interns will play an integral role in our office's day-to-day operations and gain insight into the legislative process in Massachusetts.

### **Term**

- Part-time for the spring 2024 semester, or
- Full-time for summer 2024.

### **Responsibilities**

- Reviewing and drafting constituent correspondence, including research into constituent issues
- Assisting with office administrative tasks, such as filing, copying, and scanning documents
- Researching legislative priorities and preparing memos on policy issues and initiatives
- Performing other duties as assigned

### **Qualifications**

The legal intern should have:

- Excellent written and oral communication skills
- Attention to detail
- The ability to work cooperatively with others

- Fluency and ease with technology and communication platforms, including Microsoft 365 and Google Workspace
- Strong project management ability

A personal connection to the district is a plus, but it is not required.

Representative Cataldo will accept internship applications on a rolling basis through December 15, 2023 . To apply, please email a resume, transcript, cover letter, and writing sample to [kyle.stapleton@mahouse.gov](mailto:kyle.stapleton@mahouse.gov).



# The Commonwealth of Massachusetts

MASSACHUSETTS HOUSE OF REPRESENTATIVES

REPRESENTATIVE SIMON CATALDO

*14th Middlesex*

## Office of State Representative Simon Cataldo *Call for Graduate and Undergraduate Intern Applicants*

The Office of Massachusetts State Representative Simon Cataldo is accepting applications from highly motivated undergraduate and graduate students looking to work on legislation and constituent services. Candidates for our legislative intern position should be hard-working, organized, and passionate about public policy.

### **About State Representative Simon Cataldo**

State Representative Simon Cataldo (D-Concord) represents the 14th Middlesex District, which includes the communities of Acton (precincts 1, 2, 6, and 7), Carlisle, Chelmsford (precincts 7 through 11), and Concord (precincts 1, 2, and 5). He is actively involved with legislation related to clean energy, education, disability rights, and other issues. You can learn more about Simon's background and priorities at [www.simoncataldo.com](http://www.simoncataldo.com).

Our interns will play an integral role in our office's day-to-day operations and gain insight into the legislative process in Massachusetts.

### **Term**

- Part-time for the spring 2023 semester, or
- Full-time for summer 2024.

### **Responsibilities**

- Reviewing and drafting constituent correspondence, including research into constituent issues
- Answering constituent calls and directing them to the proper channels
- Researching legislative priorities and preparing memos on policy issues and initiatives
- Attending district events and meetings as needed
- Performing other duties as assigned

### **Qualifications**

The legislative intern should have:

- Strong written and oral communication skills
- Attention to detail
- The ability to work cooperatively with others
- Fluency and ease with technology and communication platforms, including Microsoft 365 and Google Workspace
- Strong project management ability

A personal connection to the district is a plus, but it is not required.

Representative Cataldo will accept internship applications through Friday, December 15, 2023. To apply, please email a resume, transcript, cover letter, and writing sample to [kyle.stapleton@mahouse.gov](mailto:kyle.stapleton@mahouse.gov).