**Governor’s Office Internship**

**Job Description:**

The Office of Governor Greg Gianforte is seeking highly motivated individuals looking to learn in an exciting environment.

Interns will perform a variety of tasks with the primary goal being the delivery of excellent customer service to the people of Montana. No two days are the same, but the duties of Interns will include answering phones, welcoming visitors to the office, maintaining the look and appearance of the front office, delivering messages, providing Capitol building tours, and many others.

**Skills and Qualifications:**

* Commitment to excellent customer service
* Professional & Positive attitude
* Ability to be flexible and prioritize new tasks as needed
* Strong time management
* Good communication skills, including proper phone etiquette
* Working knowledge of Microsoft Office

**Location:**

Internships will be based in the Governor’s office in the Montana Capitol Building in Helena.

**Intern Education and Training Requirements:**

This position will require at least two letters of recommendation. Applicants can be a Junior in high school to a senior in college.

**Intern Salary Expectations:**

Limited paid internships may be available, unpaid student internship for credit also accommodated.

**How to Apply:**

Those interested should send a resume and cover letter to [Karli.Hill@mt.gov](mailto:Karli.Hill@mt.gov).

For more information, contact Karli Hill in the Governor’s office, by email or 406-444-3111.