



2024 Internship Program Application

The Summer 2024 Internship Program will be hosted in person at the West Palm Beach, Florida office (240 S. Military Trail, West Palm Beach, FL 33415). Interns will not be able to participate in the program remotely. All accepted interns must adhere to all in-house policies and procedures while working at the Palm Beach County Supervisor of Elections office.

Program participants must meet at least one of the three following criteria:

- Program applicants are required to be currently enrolled in either high school or an accredited undergraduate or graduate degree program at a college, community college, or university (two to four-year institutions).
- Graduated from an accredited undergraduate or graduate program at a college, community college, or university (two to four-year institution) no more than two years prior to the first day of the internship program.
- A veteran of the United States who possesses a high school diploma or its equivalent and has served on active duty for any length of time, no more than two years prior to the first day of the program.

Personal Information

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

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email : _____

Academic Year: _____ Major: _____
(If Applicable)

Emergency Contact

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Contact: _____
Phone Email

Disclaimer and Signature

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

Signature: _____ Date: _____

Wendy Sartory Link Palm Beach County Supervisor of Elections

240 South Military Trail, West Palm Beach, FL 33415 | (561) 656-6200 | Info@VotePalmBeach.gov | VotePalmBeach.gov



Overview

The Palm Beach County Supervisor of Elections office oversees elections in Palm Beach County. The office administers County, State, Federal, and local 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 and Key Dates for the Summer 2024 Internship Program

This internship will focus on the voting processes 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 must work the entire 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 internship program, please let us know when you submit your application. Vacation time cannot exceed five days or be within the date ranges from May 28, 2024, to June 7, 2024, for orientation.

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

Please contact Lauren Klemowich at Lauren@VotePalmBeach.gov for more information.

Supplementary Materials

The following must be provided along with this application:

1. Copy of your current resume.
2. Photo headshot for our internal intern directory.
3. Personal statement (1-2 pages, double-spaced) addressing the following questions:
 - a. What interests you most about an internship with the Palm Beach County Supervisor of Elections?
 - b. How would an internship with our office contribute to your professional and academic development?
 - c. 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. Letter of recommendation.
2. Cover letter.
3. References.

Deadline

Applications are due by **April 12, 2024, by 5 P.M.** The internship will run from May 28, 2024, to August 2, 2024. The optional 10th week will be from August 5, 2024, through August 9, 2024.

Completed applications can be emailed to Lauren Klemowich at Lauren@VotePalmBeach.gov.

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