



**FOR THE ESTABLISHMENT OF AN INTERNSHIP PROGRAM BY THE
DEMOCRATIC PARTY OF SALINE COUNTY (DPSC) AND TO DEFINE THE
RESPONSIBILITIES, PROCEDURES, AND FUNCTIONS OF BOTH THE
INTERNSHIP AND THE DPSC**

Program Overview

The Democratic Party of Saline County (DPSC) is committed to developing the next generation of political leaders, organizers, and community advocates. To further this mission, the DPSC may offer a semester-long internship program designed to provide hands-on experience in local political operations, campaign support, and community engagement.

Structure and Duration

- Length of Internship: One full academic semester (~4 months).
- Availability: Open to all interested individuals in the state of Arkansas, with priority consideration given to college students in Central Arkansas pursuing degrees in political science, government, public administration, or related fields.

Compensation and Hours

- Pay Rate:
 - \$11/hour (Arkansas' minimum wage).
 - While internships are not required to offer payment, the value of the labor offered by prospective interns is deserving of compensation, even if our ability to do so is somewhat limited.
- Scheduling Structure:
 - The internship shall be structured as a pool of total available hours, rather than a single fixed position.
 - Up to 20 hours per week shall be made available.
 - Hours may be allocated to one intern working the full 20 hours; one intern working 15 hours; split between two interns at 10 hours each; etc. based on applicant interest and organizational needs.
 - 10-15 hours per week for an intern is the “standard” per UCA’s Internship Coordinator.
- Total Cost per Semester:
 - \$1,760 – \$3,520 (dependent on total hours offered/accepted).

Intern Roles and Responsibilities

- General Responsibilities



- Manning and maintaining the office, serving as a first point of contact for visitors.
- Answering phone calls and responding to/sending/forwarding emails on behalf of the DPSC.
- Assisting with voter outreach and engagement through postcard writing, phone banking, and other direct contact methods.
- Supporting/assisting with community events and outreach initiatives organized by the DPSC.
- **Election Year Responsibilities:**
 - Providing additional support to Democratic candidates, including assisting with postcard and phone banking efforts.
 - Interns interested in gaining campaign field experience may join Saline County's Democratic candidates for canvassing efforts in lieu of managing the office/HQ with prior notice.

DPSC Roles and Responsibilities

- The DPSC Executive Committee shall serve as a supervisory committee for the internship program, assuming duties including training, direction, answering questions, etc.
 - At least **ONE** DPSC officer shall be available in case of emergency during internship hours.
 - Availability includes remote “on-call” status, not necessarily requiring active engagement or in-person presence.
 - In the event that no officer will be available during an intern’s scheduled hours, the DPSC Chair may appoint an individual DPSC member(s) to serve in this capacity.
- The DPSC Chair shall assume responsibility for communicating/coordinating with the intern(s)’ sponsoring institution(s) (if applicable).
- The DPSC Chair, with approval from the DPSC Executive Committee, shall create a checklist of responsibilities and guidelines for the intern(s) to complete each day they are in the office.
 - This checklist shall be used to gauge/track activity and performance.

Benefits for Interns

- Hands-on experience in political organizing and party operations.
- Opportunities to develop communication, outreach, and administrative skills.
- Networking with Democratic leaders, candidates, and activists in Central Arkansas.
- A deeper understanding of local government and electoral processes.
- Experience working under limited supervision with elevated expectations

Benefits for the DPSC

- Additional manpower to assist with party events, HQ maintenance, outreach, etc.



- Offloading these responsibilities from officers and members makes more time available for community engagement, event hosting, etc.
- Engagement with an otherwise difficult to reach community (college students / Young Democrats).
- Mobilizing engaged, young Arkansans in Saline County to assist candidates.
- Having one or two paid assistants could prove far more reliable and consistent than a limited volunteer pool.

Conclusion

This internship program represents both an investment in the growth of young leaders and a strategic expansion of the Democratic Party of Saline County's community presence. By offering flexible hours, compensation, and meaningful responsibilities, the DPSC aims to foster a mutually beneficial partnership between our organization and the next generation of Arkansas Democrats.