

We're hiring! Are you fired up to elect Democrats up and down the ticket?

Business Analyst Intern

SECTION: JOB DESCRIPTION

Welcome to the Democratic Party of Jefferson County (Jeff Dems) Internship Application! We are accepting applications for our summer 2026 Internship Program!

Interning with the Jeff Dems is a unique opportunity for hardworking, passionate future leaders like you to gain real life, hands-on experience in Democratic politics.

The program will run from June - August and will be conducted in a hybrid format with a remote option available. You must be located in the United States to apply for this internship.

Interns will be expected to work 20 hours per week.

Application: [Business Analyst Internship Form](#)

Position Summary:

As a Business Analyst Intern of the Democratic Party of Jefferson County, you will:

- Support data analysis efforts to help the organization better understand voter trends, outreach effectiveness, and operational performance
- Identify opportunities for operational improvements across various functions of the county party
- Assist with project coordination and management tasks to ensure key initiatives are delivered on time
- Collaborate with board members and staff across multiple departments to gather requirements and deliver insights
- Gain hands-on experience in political operations, data-driven decision making, and grassroots organizing

Internship Responsibilities/Duties:

- Collect, clean, and analyze data to support voter outreach, fundraising, and engagement strategies
- Build and maintain reports, dashboards, and data visualizations to communicate findings to staff and leadership

- Assist in identifying inefficiencies in current workflows and propose process improvements
- Support project managers with scheduling, tracking deliverables, and coordinating across teams
- Document processes, meeting notes, and project updates as needed
- Assist with other operational and administrative tasks as assigned based on county party needs

Skills:

- Proficient in data analysis tools such as Excel, Google Sheets, or similar
- Strong analytical and critical thinking skills with the ability to translate data into actionable insights
- Ability to manage multiple projects simultaneously and meet deadlines in a fast-paced environment
- Excellent written and verbal communication skills
- Detail-oriented, self-starter, and highly organized
- Interest in Democratic politics and community engagement preferred

Eligibility Requirements:

Applicants must be 18 years of age on or before the first day of the internship and meet **at least one** of the following criteria:

- Currently enrolled in an undergraduate or graduate program at a college, community college, or university (two-to-four year institution). It is highly recommended that applicants complete at least one full term prior to submitting an application.
- Graduated from an undergraduate or graduate program at a college, community college, or university (two-to-four year institution) no more than four years before the first day of the internship.
- A veteran of the United States Armed Forces who possesses a high school diploma or its equivalent and has served on active duty, for any length of time, in the two years preceding the first day of the internship.

Required Application Materials:

- Resume
- References (2–3)

SECTION: CLOSING

Due to the volume of applications, we cannot review additional materials sent outside of the application form. If you have a specific question, please email us at jeffdemswi@gmail.com.

The Jefferson County Democrats (Jeff Dems) is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The Jeff Dems is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The Jeff Dems is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. The Jeff Dems will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.