

CHARLES BOOKER

2026 • U.S. SENATE

LEADERSHIP INTERN

ROLE OVERVIEW

Booker for the Commonwealth is the campaign to elect Charles Booker to the United States Senate from Kentucky. The general election is November 3, 2026.

The campaign is seeking a Leadership Intern to support the candidate, General Consultant, and campaign leadership with scheduling, travel, administrative responsibilities, and special projects. This person will serve in an executive-assistant capacity and help ensure that campaign leadership remains organized, prepared, and effective.

The Leadership Intern should be dependable, discreet, and comfortable working in a fast-paced environment. The role will involve close interaction with the candidate and senior campaign staff and may require travel throughout Kentucky.

RESPONSIBILITIES

- Assist with managing calendars and coordinating meetings, calls, campaign events, and other scheduling requests.
- Work closely with the General Consultant, campaign leadership, and candidate to support daily priorities and special projects.
- Prepare daily schedules, contact information, briefing materials, event details, and other materials needed by the candidate and leadership.
- Help coordinate statewide travel, including routes, timing, transportation, lodging, and other logistical needs.
- Accompany the candidate or campaign leadership to meetings and events as needed and help keep the schedule running on time.
- Communicate schedule changes and logistical information across campaign departments, consultants, event hosts, and external partners.
- Track follow-up items and help ensure that commitments, meetings, and requests receive timely responses.
- Handle sensitive campaign information with discretion and professionalism.
- Provide administrative and logistical support as assigned.

QUALIFICATIONS

- Strong organizational skills and exceptional attention to detail.

- Sound judgment and the ability to handle confidential information appropriately.
- Strong written and verbal communication skills.
- Ability to manage multiple priorities and respond calmly to last-minute changes.
- Proficiency with Google Calendar, Google Docs, Google Sheets, email, and other organizational tools.
- Prior campaign, scheduling, event, or administrative experience is preferred but not required.
- Ability to work irregular hours, including evenings and weekends.

INTERNSHIP DETAILS

Reports to: General Consultant

Employment type: Internship through Election Day.

Start date: To be determined.

Location: Kentucky. This is primarily an in-person position and will require statewide travel.

TO APPLY

Email a résumé with the subject line “**Leadership Intern – Booker for the Commonwealth**” to kamau@charlesbookerky.org and mollie@charlesbookerky.org.