

Booker for the Commonwealth Scheduling/Operations Intern - Hybrid/Louisville

Position Summary & Details

Booker for the Commonwealth is seeking a motivated and organized scheduling/operations intern to support the campaign's day-to-day calendar management and operational needs. Working closely with the Scheduler and Volunteer/Operations Coordinator, this individual will support the schedule communication process, as well as serve as an operational point of support at Campaign HQ.

Part time, hybrid role.

Primary Responsibilities

- Assist with creating advance memos, guidance documents, and itineraries for the team using an existing format.
- Assist with entry or editing of calendar events.
- Assist with tracking travel times, and securing logistics for team travel.
- Assist with fielding requests for campaign literature, yard signs, paper goods, and merchandise
- Support event staff and campaign staff in preparing materials for large events and travel
- Help the operations team maintain the campaign office space
- Generate and organize supporter email, address, and phone number lists
- Help maintain accurate and hygienic data in all operations processes
- Work across departments to optimize flow of tasks and information in the office

Qualifications

- Exceptional organizational skills, attention to detail, timeliness, and computer skills (preferably Google Suite).
- Ability to read and interpret data swiftly, and communicate effectively
- Enthusiasm for the Booker campaign, and politics as a whole
- Experience in: Administration, organizational leadership, arts management, hospitality, language/writing, business, political science, student government, and creative fields are all a plus

How to Apply: Applicants should submit their Resume, References and any additional helpful application materials. Email materials to mollie@charlesbookerky.org

Subject Line: Scheduling/Operations Intern x Applicant Name

Application Deadline: 9/22/26

Booker for the Commonwealth Volunteer/Operations Intern In Person - Louisville

Position Summary & Details

Booker for the Commonwealth is seeking a motivated and organized volunteer/operations intern to support the campaign's volunteer program and general operations. Working closely with the Scheduler and Volunteer/Operations Coordinator, this individual will support the schedule communication process, as well as serve as an operational point of support at Campaign HQ.

Part time, in-person role.

Full-time, in-person/hybrid cycle hire, based in Louisville, Kentucky

Primary Responsibilities

- Greet volunteers and collaborators at Campaign HQ or on-site at events
- Assist in communication with volunteers, where needed
- Help maintain accurate and hygienic data in all operations processes
- Assist with fielding requests for campaign literature, yard signs, paper goods, and merchandise
- Support event staff and campaign staff in preparing materials for large events and travel
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- Help the operations team maintain the campaign office space
- Generate and organize supporter email, address, and phone number lists
- Work across departments to optimize flow of tasks and information in the office

Qualifications

- Exceptional organizational skills, attention to detail, timeliness, and computer skills (preferably Google Suite).
- Ability to read and interpret data swiftly, and communicate effectively
- Enthusiasm for the Booker campaign, and politics as a whole
- Experience in: Administration, organizational leadership, arts management, hospitality, language/writing, business, political science, student government, and creative fields are all a plus

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