

**UPS CORPORATE PUBLIC AFFAIRS
WASHINGTON, DC**

JOB DESCRIPTION FOR LEGISLATIVE ASSISTANT POSITION

EMPLOYEE STATUS:

One-year Full-time Paid Internship: June 20, 2005 – June 16, 2006

OVERVIEW:

UPS is seeking applicants for the position of legislative assistant in its Corporate Public Affairs Office in Washington, DC. The Public Affairs Office is responsible for handling governmental affairs issues of UPS at the international, federal, and state levels. These issues include, but are not limited to, postal competition, trade, labor, and aviation. UPS is the world's largest express and package delivery carrier, serving more than 200 countries and territories.

DUTIES AND RESPONSIBILITIES:

- Assisting in research and supporting Public Affairs management staff
- Drafting position papers, speeches and testimony on legislative activity affecting UPS
- Tracking and monitoring legislative activity on bills that may affect UPS
- Event planning for various meetings and corporate visits
- Attending hearings, briefings, and negotiations
- Assembling and disseminating newspaper and other publication clips
- Organizing briefing materials and providing general administrative support as needed

KNOWLEDGE AND SKILLS REQUIRED:

Position requires **strong writing**, editing, and research skills. **Must be MS Office literate, with particular proficiency in PowerPoint and Excel.** Must also be comfortable in utilizing the Internet for research. The ability to work well under pressure and the ability to multi-task effectively and independently are critical to job success. Strong communication skills and time sensitivity to deadlines are also important. Knowledge of governmental processes is beneficial.

EDUCATIONAL REQUIREMENT:

Bachelors Degree

TIMELINE:

Final date for accepting applications:

Thursday, March 31, 2005

Dates for interviews:

Tuesday, March 1 – Friday, April 15, 2005

All interviews will be conducted in the UPS Public Affairs Office in Washington, DC.

APPLICATION AND CONTACT INFORMATION:

Please email your **cover letter, résumé, 5-7 page writing sample, and reference list** to:

Melissa M. Weber

UPS Corporate Public Affairs

316 Pennsylvania Avenue, SE

Suite 300

Washington, DC 20003

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Please call (202) 675-3385, if you have any questions.