



POSITION DESCRIPTION

Position Title: Intern, Government Relations
Salary: \$13.00 per hour
Location: Washington, DC
Reports To: Associate Director, Government Relations

Purpose and Description

The Government Relations Intern will assist the Government Relations team in the implementation of NASTAD's legislative and policy positions on federal appropriations and authorization legislation related to HIV and hepatitis issues. Supports the day-to-day legislative activity needed to implement the federal legislative and regulatory goals. Assists in tracking, monitoring, researching, and preparing advocacy documents on relevant HIV and hepatitis policy issues and legislation. Assists in coordination of Hill visits for staff and coalitions, as well as participation in visits.

Essential Functions

- Assist in the implementation of strategies, developed by Government Relations staff, to achieve legislative and regulatory goals.
- Researching and writing advocacy documents and fact sheets on relevant HIV and hepatitis policy issues.
- Assist in coordination of Hill visit scheduling.
- Write NASTAD News stories.
- Attending Congressional hearings and coalition meetings.
- Preparation of briefing materials, correspondence and mailings.
- Other duties as assigned.

Minimum Requirements

1. Skills/Knowledge

- Strong analytical, writing and communication skills.
- Ability to work with diverse populations.
- Ability to multitask while maintaining strong attention to detail.
- Ability to take initiative and work independently.
- Proficiency in Microsoft applications.

2. Experience/Education

- In process of receiving Bachelors or Masters degree in a political science, public policy, health or other relevant area of study.
- Basic knowledge of legislative process and interest in advancing responsible HIV/AIDS public policy.

3. Physical Effort and Dexterity

- Not applicable.



4. Visual Acuity, Hearing, and Speaking

- Excellent verbal and written command of the English language.

5. Environment and Scheduling

- Interest in working with a national HIV/AIDS public health organization.
- Interested in working within a diverse work environment.

Employer's Rights

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Internships at NASTAD are voluntary, at-will relationships for no defined period of time, but in no case for duration of more than one year.

This is an FLSA non-exempt position.

How to Apply

Qualified candidates should apply by e-mail only to HumanResources@NASTAD.org. Subject line should read "GR INTERN" only and a cover letter and resume should be attached. Only candidates being considered for a position will be contacted. NO PHONE CALLS PLEASE.

NASTAD is an equal opportunity employer and we cannot accept resumes, CVs, or cover letters which contain identifying information pertaining to race, color, religion, sex, gender identity or expression, sexual orientation, personal appearance, pregnancy, childbirth or related medical conditions, family responsibilities, marital, veteran or military status, national origin, age, disability, genetic traits, matriculation, political affiliation, or any other classification protected by federal, state or local law. Submitted items which contain any of the above information will not be reviewed or kept.