



## Position

Intern, Public Policy and Government Relations

## Summary Description

AAUW's Public Policy and Government Relations Department seeks two to three interns to work with both its legislative and grassroots teams each quarter/semester. Interns will learn about the legislative process and provide grassroots assistance to members. Past interns have had the opportunity to monitor legislation, participate in lobby visits, attend Congressional hearings and press conferences, and respond to requests from policy-makers and members.

The American Association of University Women (AAUW) is a national membership organization, founded in 1881. Our mission is to advance equity for women and girls through advocacy, education, philanthropy, and research. AAUW's priority policy issues include education, Title IX, workplace issues, civil rights, and retirement security.

A minimum of 30 hours per week is strongly desired, and preference will be given to interns available for the full 37.5 hours per week. Interns are paid on an hourly basis.

## Essential Duties

- Assisting with the AAUW Action Fund Capitol Hill Lobby Corps, drafting briefing materials on current legislation and issues; participating in lobby visits with congressional staff;
- Attending various coalition meetings, briefings, and conferences as a representative of AAUW;
- Drafting and updating fact sheets, correspondence to Capitol Hill, position papers, legislative updates and alerts, and articles for policy publications;
- Assembling and updating coalition meeting packets and mailings;
- Assisting with AAUW's Voter Education Campaign — a non-partisan, issue-oriented capacity-building and Get-Out-The-Vote campaign;
- Answering requests from AAUW members regarding public policy issues, and tracking AAUW member activity on those issues;
- Other related activities as assigned.

## Minimum Qualifications

- Interest in learning about the federal public policy-making process;
- Proficiency using Microsoft Office applications (Excel, Word, and Outlook);
- Excellent interpersonal skills, professional demeanor, self-directed and independent, with a strong commitment to women's equity;
- Good research skills;
- Good sense of humor;
- Juniors, seniors, and graduate students preferred.

## To Apply

Send cover letter, resume, 1-2 page writing sample, and two references to: [aauwjobs@aauw.org](mailto:aauwjobs@aauw.org)

Be sure to put Public Policy Intern on the subject line.  
No phone calls, please.