



Job Description

Title: Policy and Government Affairs Intern

Reports to: Government Affairs Associate

Department: Policy and Government Affairs

Organization Description: AIDS Alliance is the only national organization focused solely on the needs of children, youth and families affected by HIV and AIDS. Since our founding in 1994, we have been the leading advocates for the tens of thousands of children, youth and families in the United States with HIV and AIDS who are now living longer and healthier lives.

Through education, training and advocacy, AIDS Alliance serves a diverse national network of about 650 community-based organizations and clinics that serve more than 100,000 families.

Position Summary: The Policy and Government Affairs Intern works to support the Government Affairs staff at AIDS Alliance. The Intern will be responsible for researching current policy topics, drafting memos and letters to federal policymakers, attending hearings and legislative visits, and other tasks as assigned. Successful candidates will demonstrate a willingness to undertake unfamiliar initiatives and eagerness to learn about federal policymaking as it uniquely relates to HIV positive women, children, youth and families.

Qualifications

- Excellent research, writing and organizational skills
- Some understanding of federal legislative process
- Willing to work in fast-paced environment
- Sensitivity to needs of people living with HIV, especially women and children
- Ability to manage multiple tasks simultaneously

Other Information:

- The internship is an unpaid experience, but AIDS Alliance staff will work to ensure academic credit is received, if applicable.
- Interns are expected to work between 16 – 40 hours per week. The minimum duration of an internship is 8 weeks, although mostly usually correspond to a semester or quarter.

To Apply: Please send a cover letter and resume to Rachael Jankowski, Government Affairs Associate rjankowski@aids-alliance.org or by fax to 202.785.3579.