

## INTERNSHIP DESCRIPTION

**Position:** Unpaid Intern  
**Title:** Public Policy Intern  
**Level:** --  
**Classification:** --  
**FLSA:** --

**Reports To:** Senior Director of Public Policy  
**Department:** Public Policy  
**Supervisory Responsibilities:** None  
**Location:** N/A  
**Compensation:** N/A

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### **Position Summary:**

Working with the Senior Director of Public Policy, the Public Policy Intern will help with the research and tracking of bills, development of support letters and maintenance of tracking documents. The Public Policy Intern will also attend public events and help build relationships with elected officials, staff and candidates. The Public Policy Intern will be responsible for a bi-weekly policy briefing for the leadership team.

We are seeking a student pursuing an AA or BA in Political Science or Sociology at a nearby community college or university. Experience working with an elected official or for political campaigns is preferred. Please send resumes and cover letters to Zachary Schlager, Senior Director of Public Policy, at [zacharys@epath.org](mailto:zacharys@epath.org).

### **Duties:**

- Research and track priority bills.
- Compose letters of support.
- Create and maintain tracking documents and bios.
- Attend, take notes, and participate in meetings and events on behalf of the Senior Director of Public Policy.
- Assist with administrative work and other duties, as assigned.

### **Expectations:**

- Be available for at least 10 hours per week – days/times you choose are flexible.
- Occasional weekend and evening opportunities may arise.
- Have a positive attitude and strong work ethic.

### **Qualifications:**

- Passion for public policy/politics, community outreach and engagement
- Excellent customer service and interpersonal skills
- Excellent self-management, organizational, and multitasking skills
- Willingness to learn and assist others
- Hard-worker and team player
- Excellent attention to detail
- High level of initiative, creativity, and motivation
- Excellent verbal and written communication skills
- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel, Publisher)
- Database knowledge preferred