



Job Description

Title: Policy and Government Affairs Intern

Reports to: Government Affairs Associate

Department: Policy and Government Affairs

Organization Description: Are you looking for a unique opportunity that will help you contribute to the fight against HIV/AIDS? Do you want to gain new skills, explore career options in public policy and advocacy, social justice and public health while helping women, children, youth & families all at the same time? Then, AIDS Alliance for Children, Youth & Families' Policy and Government Affairs Internship may be right for you.

AIDS Alliance is the only national organization focused solely on the needs of women, 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 who are now living longer and healthier lives with HIV and AIDS.

Policy Internship Description: AIDS Alliance is looking to recruit, retain, and assist qualified interns in order to promote professional careers fighting HIV/AIDS and to help prepare and support skilled individuals to work in this challenging and rewarding field. Working closely with PGA staff, you will learn about HIV/AIDS policy issues, acquire knowledge and skills in advocating for more than 100,000 families and 650 community organizations that AIDS Alliance serves, and gain first-hand experience working in a non-profit setting in our nation's capitol.

Position Summary:

- Provide administrative support to the Policy and Government Affairs staff.
- Research and review current HIV/AIDS policy topics.
- Assist staff in drafting memos and letters to federal policymakers.
- Attend hearings, legislative visits and other meetings where appropriate.
- Assist staff in revising current databases and developing new materials for the work of AIDS Alliance and other tasks as assigned.

Qualifications: Successful candidates will demonstrate a willingness to undertake unfamiliar initiatives and an eagerness to learn about federal policymaking as it uniquely relates to our members. Applicants should possess excellent research, writing and organizational skills, have the ability to manage multiple tasks simultaneously, and have some understanding of the federal legislative process. Applicants should also be willing to work in a fast paced environment. Finally, applicants should have sensitivity to the needs of people living with HIV, especially women, children, youth and families.

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 most usually correspond to a semester or quarter. For more information please visit our website at <http://www.aids-alliance.org>.

To Apply: Please send a cover letter and resume to policy@aids-alliance.org or by fax to 202.785.3579 Attn: PGA Internship.