



<b>Title</b>	<i>Government Affairs Intern (Winter)</i>
<b>Department</b>	<i>Government Affairs</i>
<b>Reports to</b>	<i>Director of Government Affairs</i>
<b>Hours</b>	<i>Part time (flexible)</i>
<b>Location</b>	<i>Rosemont, IL; Washington D.C.; Remote</i>

### **Job purpose**

ISSA is looking for a self-motivated, super-organized, task-oriented individual to join our team for the winter/spring. This Government Affairs (GA) Intern's responsibilities will include working closely with our advocacy team to help educate and engage our members and policymakers.

### **Description**

The GA Intern will help to expand ISSA's advocacy efforts on behalf of its members. This person will get real experience working in government affairs and for a worldwide trade association. This intern will be given meaningful work and be responsible for several key initiatives related to ISSA's advocacy efforts. This is a great opportunity for someone looking to get meaningful government affairs work experience.

### **Primary Duties and Responsibilities**

The internship will involve a wide variety of government affairs responsibilities, including research and writing on policy issues; outreach to policymakers; database development; and event marketing and promotion.

Specific responsibilities include:

- Researching issues of importance to ISSA and its members including immigration, labor, period poverty, taxes, and sustainability.
- Writing articles, emails, position statements, and other related materials for the GA department.
- Engaging policymakers, members, and others on the work of the GA department including but not limited to upcoming events, key votes, legislative and compliance questions, etc.
- Data-entry tasks including database updates on contact information for elected officials, members, allies, etc.

### **Qualifications**

- Undergraduate student, graduate student, or recently graduated from four-year institution
- Excellent written and verbal communications skills
- Ability to be flexible and work independently.
- Strong interpersonal skills
- Strong organizational skills
- Attention to detail.

**Working conditions**

This is a paid internship that will require working at least 15 hours per week (standard business hours), sitting for extended periods of time, standing, and some minor lifting.

**Direct reports**

No direct reports.