

INTERNSHIP OPENING

- Organization:** The Council of State Governments
444 North Capitol Street, NW, Suite 401
Washington, DC 20001
Fax: 202/624-5452
www.stateneews.org (follow link to Washington, DC)
- Type/Classification:** Public Policy/Government
- Contact:** Send resume via fax or email to: Cynthia Nwachukwu,
Assistant Director of Administration and Conferences/Intern Coordinator
at cnwachuk@csg.org or fax to 202-624-5452
- Availability:** Continual, please contact office.
- Job Description:** The intern will assist the policy staff in the Washington, DC office. He/She will work closely with the Director of the office, three policy analysts, and the International Program Director on legislative and regulatory matters affecting elected or appointed state government officials. The intern will monitor federal legislation on a wide variety of issues of importance to governors, legislators, and other state government officials, as well as members of state government associations. Specific issues may include election law, workforce and labor protection, environment, emergency management, corporate governance, various states' rights issues, and others as dictated by the congressional agenda. Duties will include, but are not limited to, attending and reporting on congressional hearings and mark-ups, providing periodical and on-line research reports on various issues, drafting letters and memos, responding to member information requests, assisting with the development of legislative conference agendas and legislative newsletters, as well as an equal share of clerical duties. The position provides opportunities for a great deal of "hands-on" experience and will galvanize the intern's understanding of the state's role in a federal system. This is also an excellent opportunity to gain experience working with numerous state associations which fall under the umbrella of CSG, such as the National Emergency Management Association, National Association of State Treasurers, State International Development Officials, and the Midwest Governors Association. Please visit our website for a better understanding of the organization.
- Requirements/Skills:** Students with an interest in federal/state government, the legislative process and/or public policy analysis. Knowledge of computers and the Internet recommended. The ability to concisely communicate verbally and in a written form a plus. Internship tailored to specific needs and abilities.
- Time Commitment:** Monday-Friday 32-36 hours
- Compensation:** Non-paid. Will work closely with school so that credit may be awarded.