

ASPR Office of Legislation

Internship for College Graduates

The ASPR Office of Legislation provides policy expertise and guidance relating to legislative policy and Congressional outreach.

The Office of Legislation in the Office of the Assistant Secretary for Preparedness and Response (ASPR), U.S. Department of Health and Human Services (HHS), is looking to fill an unpaid policy internship position.

BACKGROUND

- The office of legislation is tasked with communicating ASPR's mission of preparedness, response, and recovery with internal and external partners in order to develop and implement ASPR's legislative agenda.
- The office of legislation works on legislative proposals, bill summaries, Congressional outreach, hearing preparation materials, FOIA requests, and communicates ASPR functions and responsibilities with the Government Accountability Office (GAO) and the HHS Office of the Inspector General (OIG).

INTERN POSITION DUTIES AND RESPONSIBILITIES

- The intern will assist a team of professionals to manage a large portfolio focused on legislative policy and Congressional outreach.
- The intern's project(s) will be developed collaboratively based on the intern's interest areas and knowledge about legislative policy and the inner workings of Congress.
- The intern can expect to acquire a general knowledge and understanding about HHS, ASPR, and U.S. Congress.
- The intern will conduct policy projects under the guidance of senior staff, and assist the Director of Legislation with meaningful projects relevant to their area of interest and level of experience. Interns will be asked to periodically brief the Director and other senior-level officials on relevant policy issues.
- Potential duties and responsibilities of the intern include, but are not limited to:
 - Contributing to special projects (these projects will be assigned based on the student's area of interest and level of experience, and may include policy papers, research briefs, info-graphics, and policy briefings);
 - Assisting the legislative team in developing reports, briefing materials, and memorandums;
 - Data entry for GAO/OIG/FOIA engagements;
 - Taking notes and writing summaries about Congressional hearings; and
 - Developing maintenance and information content for the website and other communications outreach documents.

QUALIFICATIONS

The legislative intern must:

- Have graduated from an accredited college or university and be enrolled in an graduate program;
- Be able to excel while multi-tasking with an array of deadlines;
- Take initiative, be resourceful, and be able to work on projects in a team environment as well as independently;
- Have exceptional analytical, written, and verbal communication skills;
- Possess exceptional communication skills to assist with communication outreach exercises; and
- Be able to develop and implement projects effectively.

GENERAL INFORMATION ABOUT THE LEGISLATION & EXECUTIVE SECRETARIAT INTERNSHIP

- The ASPR Office of Legislation is located in the Thomas P. O'Neill Building (200 C Street, SW, Washington, DC 20024).
- Graduate students applying for this internship will be able to apply on a rolling basis, and the timeline for each student's internship will be developed in concert with the student, the office of legislation, and the student's respective graduate program.
- Interns are expected to work full-time (40 hours/week), part-time, or remotely for the tenure of their internship.

HOW TO APPLY FOR THE INTERNSHIP

- Email the following items with "2015 Legislative Intern" in the subject line to Jonathan.Osborne@hhs.gov:
 - Resume/CV;
 - Cover letter;
 - Writing sample under 2 pages (this can be taken in part from a school paper, or be a proposal for a potential project the student could work on during the internship); and
 - Contact information for two references (name, position, company/organization, phone number, and email address).
- Applicants are expected to participate in an interview prior to selection.
- Questions/concerns for the internship program can be directed to Jonathan.Osborne@hhs.gov.

NOTE: These internship opportunities will be extended to selected students on a rolling basis.