Position Description

Position: Public Affairs Intern
Department: Public Affairs
Reports To: Deputy Director, Public Affairs
Scope: Intern; P/T; Non-exempt; Temporary
Date: May 2015

☐ Yes  ☑ No  This position is subject to a pre-employment criminal background and/or financial history background check

Position Summary:

The internship will offer the opportunity to work with a top health care trade association in Washington, D.C. and to learn about some of the most important and pressing issues in health policy.

Daily responsibilities Include:

- Helping track and monitor relevant news coverage
- Attending relevant health care events and providing updates to Public Affairs team
- Working with colleagues to brainstorm creative social media content
- Helping maintain and update grassroots content across digital platforms
- Maintaining and updating databases

Should posses the following qualities / skills:

- Analytical thinker
- Quick learner
- Highly attentive to detail
- Highly organized
- Professional demeanor
- Must be able to work independently, as well as
- Must have excellent organization and time management skills.
- Ideal candidate will have experience with Excel and data-entry

Education:

High school diploma required; the ideal candidate would be a student or recent graduate of communications, public science, or related field, with an interest in health care policy, communications, social media engagement, and grassroots advocacy
Significant Work Activities & Conditions:

- Continuous sitting for prolonged periods more than 4 consecutive hours in an 8 hour day.
- Keyboard use of greater or equal to 80% of the workday.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, age, disability, religion, sex, sexual orientation, gender identity, national origin, or status as a protected veteran

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Interested candidates must send resume, references and a cover letter that includes salary requirements to: hr@ahip.org or mail to:

America's Health Insurance Plans (AHIP)
ATTN: HR Dept/PAI
601 Pennsylvania Avenue, NW
South Building, Suite 500
Washington, DC 20004