



INTERNSHIP OPPORTUNITY OPEN

Role

Policy Associate, Student Veterans of America

Summary

The policy associate (PA) for Student Veterans of America (SVA) operates directly with the Vice President of Government Affairs (VP) to execute the policy research and advocacy implementation of the organization. SVA's mission is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation. This position would expose selected candidates to cabinet-level executive branch leadership, senior members of congress, and fast-paced policy making experiences.

Duties

It is the responsibility of the PA to provide direct support to VP on administration, research, and analysis. Primary duties will include to:

- Track and summarize legislative and executive branch proposals in assigned issue areas
- Monitor legislative developments within committees;
- Prepare for, attend, and summarize the outcomes of congressional committee hearings and meetings with external partners;
- Provide information on and generate ideas for press, mass mailings, and newsletters;
- Perform other duties as assigned.

Experience

Candidates should be full-time or part-time university student with a related major, ideally political science, communications, or something similar. Experience working on the hill or a similar policy body is a plus, but not a requirement. Strong preference for candidates with military experience.

Skills

- Knowledge of the legislative process and of House organization and procedures;
- Clear grasp of the policy and lawmaking process;
- Strong writing skills, and ability to draft content in a timely manner;
- Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the VP;
- Ability to project confidence and competency when working with senior members of the legislative and executive branches;
- Ability to perform the essential job functions above.

Interested candidates should apply with their resume and cover letter to Will Hubbard, Vice President of Government Affairs at will.hubbard@studentveterans.org.