

## Legislative/Policy Intern

### Position Description:

This temporary February to May 2020 position during the 2020 Minnesota legislative session could become a fulltime position for the right person. The position is focused on providing public policy assistance for Citizens' Council for Health Freedom – a national, non-profit health freedom policy organization. The goal is to assist with planning, preparation and carrying out the organizations' public policy goals as determined by the President.

### Major Areas of Responsibility

Major areas of responsibility are variable by calendar and may include any or all of the following:

- Maintain thorough and ongoing tracking of relevant legislation
- Schedule, prepare and attend meetings with policy makers
- Attend and take notes at legislative hearings
- Research on policy directives and statutory requirements
- Writing as necessary for legislative drafting, media projects, reports, research projects and memos
- Collection and management of specific data for reports and projects
- General office assistance as needed

### Required Knowledge, Skills, and Abilities

To allow for professional interactions with the public and policy makers, interns must possess excellent verbal and written communication skills. Attention to detail and organizational abilities are also very important.

### Job Requirements

- Broad knowledge and experience in: computer skills including both Mac and PC environments.
- Excellent skills in: verbal and written communications.
- Demonstrated ability to: create/edit text as well as take scrupulous notes at meetings and hearings.
- General knowledge of: government structure and legislative process.
- Experience in: research.
- Other: general knowledge of website management and office experience a plus.

### Work Environment

The intern will be working in a shared office environment and will be expected to maintain an orderly and quiet workspace. Work may also take place at events and other venues. Although infrequent, it may also be expected that the intern will be required to lift or move items up to 50 lbs and a moderate amount of walking. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. Dress requirements range from business casual to business, always with a clean professional appearance.

### Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by interns within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Expectations of an intern may change as organizational needs change.

### Confidentiality – Please Note:

Administrative office support and materials are provided by CCHF. All information (oral and written), documentation, records, materials and correspondence remain the sole property of CCHF and may not be disclosed to a third party without express authorization from the President of CCHF.