

Legislative and Conference Coordinating Intern

Position Available

The Food Research and Action Center (FRAC) is looking for a Legislative and Conference Coordinating Intern to support the work of the legislative department, in addition to supporting the planning of the 2018 National Anti-Hunger Policy Conference. This internship will provide work experience in public policy development, advocacy, and events planning at a nonprofit organization. The ideal candidate will be available to start in late September with availability through March 2018.

Organizational Background

The Food Research and Action Center (FRAC) is the leading national nonprofit organization working to improve and implement effective public policies and public-private partnerships to eradicate hunger and improve nutrition for low-income people in the United States. FRAC engages in research, policy analysis and advocacy, coalition-building, dissemination of best practices, and an array of communications strategies. FRAC works in partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations and labor organizations to address hunger and food insecurity, and poverty as their root cause.

The intern's primary responsibilities include:

- Scheduling meetings on Capitol Hill.
- Scheduling and assisting in the planning of activities for FRAC's coalition meetings.
- Monitoring Capitol Hill briefings, hearings, and other events.
- Providing general administrative support to the Legislative Unit.
- Providing administrative support and coordination of conference planning for the 2018 National Anti-Hunger Policy Conference (February 25-27, 2018 held in Washington, DC). Duties could include assisting staff across departments in workshop development, managing the scholarship application process, coordinating and securing speakers for plenaries and workshop sessions, and providing logistical support for all aspects of the conference.

Skills and Qualifications:

- Bachelor's degree or working towards one. Graduate students are also encouraged to apply.
- Interest in anti-hunger policy and anti-poverty advocacy.

- Interest and/or experience in conference and events planning. Events geared towards a national audience a plus.
- Impeccable organization skills with attention to detail and ability to prioritize and multi-task.
- Superb written and oral communication skills.
- Excellent MS Office skills especially in Excel.
- Basic knowledge of federal public policy process a plus.

Requirements:

- Must be able to commit to at least 5 months (through March 2018).
- Minimum of 12-20 hours a week on a regular schedule for the Fall semester with increased hours from January-March.

Compensation: Paid \$15/hour

How to Apply:

Send a cover letter and resume to:

Legislative Intern Coordinator
Food Research and Action Center
1200 18th Street, NW Suite 400
Washington, DC 20036

E-Mail: employment@frac.org (Please include “Legislative and Conference Coordinating Intern” in subject line.) Website: www.frac.org

No phone calls please.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on sex, race, age, religious creed, sexual orientation, disability or ethnic or national origin.