JOB TITLE: Government Affairs & Advocacy Intern

FLSA STATUS: N/A

LOCATION: Washington, DC  EFFECTIVE DATE: August 2010

REPORTS TO: Director of Government Affairs & Advocacy  APPROVED BY:

GENERAL PURPOSE
The Government Affairs & Advocacy Intern is a key member of our small Government Affairs & Advocacy Team. The position could be part or full time. The Intern will assist the team with tasks such as monitoring and responding to general advocacy calls and emails, developing grassroots training materials, monitoring Congressional activity and facilitating correspondence, and researching policy issues. Activities include research, writing, some administrative functions, and implementation of strategies that support the Pancreatic Cancer Action Network’s public policy priorities. Excellent oral and written communication skills are required as is very strong attention to detail and solid time management skills. Please note that this is an unpaid position.

HOW TO APPLY: Interested candidates should email their cover letter and resume to Job2@pancan.org. Please note that only complete applications will be considered.

RESPONSIBILITIES/DUTIES: Essential functions of the job are denoted by an asterisk (*). Other duties may also be assigned. Please note that the essential functions may vary depending on department size, organizational structure and/or geographic location. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

- *Effectively communicates advocacy goals and programs to the general public
- *In close collaboration with the Director and the Government Affairs & Advocacy Coordinator, monitors Congressional activity and legislation that could impact pancreatic cancer and our public policy agenda.
- *Assists in the research and development of Fact Sheets and other written materials that are used in the organization's advocacy efforts.
- *Provides administrative assistance to the Director and to the Government Affairs Team
- *Under Director’s supervision, manages logistics of annual advocacy conference
- *Works with the Director to ensure ongoing communication and coordination with other staff and consultants involved in policy development and advocacy.
- *Updates and maintains PanCAN’s grassroots advocacy website (CapWiz), as assigned.
- *Drafts updates for the Public Policy section of PanCAN website to assure the accuracy and timeliness of information.
*Assists in the development and implementation of grassroots advocacy events and trainings that advance PanCAN’s mission, as assigned.

*Assists in the development and implementation of strategies to achieve PanCAN’s public policy priorities.

Participates in the planning and implementation of advocacy events, conferences, briefings, and other training programs and staff committees as requested.

*Attends department meetings, weekly one-to-one meetings, organization-wide staff meetings, and other meetings as determined appropriate by Director.

*Performs other related duties as assigned by management.

*Carries out all responsibilities in an honest, ethical and professional manner

SUPERVISORY DUTIES: In accordance with applicable PanCAN policies/procedures and Federal/State laws, may perform the following supervisory responsibilities: Interviewing, hiring, orienting and training employees; planning, assigning, and directing work; coaching and appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises: (Direct)
N/A

MINIMUM QUALIFICATIONS: The following are the minimum qualifications which an individual needs in order to successfully perform the duties and responsibilities of this position. Please note that the minimum qualifications may vary based upon the department size and/or geographic location.

- Familiarity with basic legislative process.
- Ability to summarize complex information.
- Excellent oral and written communication skills.
- Working knowledge of Microsoft Office products (e.g., Excel, PowerPoint, Word)
- Detail-oriented
- Ability to advocate for the needs of people affected by pancreatic cancer and to accurately represent the interests of the Pancreatic Cancer Action Network.
- Ability to work in a fast-paced/small team environment.
- Knowledge of general office practices and procedures.
- Skill in operating office equipment, such as personal computer, calculator, copy machine, facsimile machine, and telephone.
- Ability to exercise good judgment and maintain the highest level of confidentiality.
- Ability to communicate with employees and other agency contacts in a courteous and professional manner.
- Ability to maintain schedules.
- Ability to prioritize multiple tasks.
• Ability to make decisions in accordance with established policies and procedures.

• Ability to work comfortably with diverse populations, with sensitivity to issues concerning pancreatic cancer.

• Ability to perform routine bending/stooping while filing.

• Ability to perform routine twisting/reaching while working at computer/desk.

• Ability to perform routine walking/standing during course of day.

• Ability to hear and speak well enough to converse over telephone 100% of the time.

• Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

**PHYSICAL DEMANDS:** In general, the following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job.

Must be able to see, hear, speak and write clearly in order to communicate with employees and/or other customers; manual dexterity required for occasional reaching and lifting of small objects, and operating office equipment. Travels as required to meet accountabilities.

**WORK ENVIRONMENT:** In general, the following conditions of the work environment are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the job within the environment.

The office is clean, orderly, properly lighted and ventilated. Noise levels are considered moderate.