

## **Washington Summer Program Internship #24 - Girls Inc.**

### **Summeries-**

**Heree is another internship. Deadline to apply, Friday April 18! – sl**

### **Public Policy Internship- Summer 2008**

#### **Girls Incorporated Washington Office**

#### **Washington, DC**

##### Description

The Girls Inc. Washington Office seeks an intern with a desire to learn more about women's issues and public policy. Working in a small office, the intern will have many opportunities to observe and participate in substantive work. This position is unpaid, but a stipend may be available.

Responsibilities include, but are not limited to:

- Attending hearings and conducting research on federal legislation
- Attending meetings with coalition members
- Communicating with Girls Inc. affiliates about programs
- Maintaining database of information on Girls Inc. affiliates
- Administrative tasks including copying, answering phones, and opening mail

##### **Qualifications**

Applicants should be undergraduate or graduate students with a focus in government, political science, women's studies, or other liberal arts subject areas. Knowledge of the federal legislative process a plus, but is not required. Full-time preferred, but a part-time schedule is possible.

Position Requirements include:

- Self-starter who works successfully with little supervision or instruction
- Excellent communication skills
- Excellent writing skills
- Proficient in Microsoft Word and Excel
- Experience using Internet research tools

**To Apply**

Please send the following to the attention of Alison Harms by April 18, 2008:

- Cover letter describing your interest in Girls Inc.
- Resume

Girls Incorporated

1001 Connecticut Ave. NW #740

Washington, DC 20036

Fax: 202-463-8994

Email: [advocacy@girlsinc.org](mailto:advocacy@girlsinc.org)

No phone calls please.

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