



American Chemical Society Office of Legislative and Government Affairs

Job Description Legislative Internship Summer 2008

The Office of Legislative and Government Affairs (OLGA) at the American Chemical Society is seeking part-time (up to 20 hours/week) undergraduate or graduate student interns for Summer 2008, beginning in May or June. The internship will be a paid position at an hourly rate of \$14-\$18 per hour, determined by the academic experience of the intern. The intern will work in the ACS headquarters office located in downtown Washington, DC. The exact dates of the internship period and working schedule are negotiable with opportunity to continue through the Fall semester.

The American Chemical Society and its 159,000 member scientists and engineers represent the “human scientific capital” that drives the scientific advances and innovation that have made America the world leader it is today. The ACS Office of Legislative and Governments Affairs works with Congress, the Administration, and other industry, scientific, and education-related organization to develop a cohesive, national innovation strategy to increase science and engineering talent and maintain America’s lead at the cutting edge of science and innovation across disciplines and sectors.

Responsibilities:

- Assist in drafting issue papers and work on a variety of writing tasks.
- Perform legislative research.
- Attend Congressional hearings, briefings, and serve as ACS liaison at relevant events.
- Conduct in-depth research on science, education, energy, and national security issues.
- Provide assistance to OLGA staff on other projects, as needed.
- More significant responsibilities possible depending upon individual skills and interest.

Qualifications:

- Knowledge and enthusiasm for advancing science.
- Background and interest in public policy and the legislative process is preferred. Background in chemistry or the physical sciences is a plus.
- Strong computer skills.
- Strong writing and communication skills and ability to interface with large numbers of people and organizations.
- Ability to write in a clear manner and interact with OLGA partners in a professional manner.
- Ability to work independently and prioritize tasks within time constraints.

Please send the following application materials to James Brown at ACS (j_brown@acs.org):

- Cover letter describing applicant’s interest in science and legislative affairs
- Resume
- Contact information for three references