



## Policy & Government Affairs Intern

Illinois Partners for Human Service will be seeking a Policy & Government Affairs Intern for winter and spring 2018. We are a statewide advocacy organization with over 800 human service coalition partners located in every legislative district in Illinois.

The policy intern will work at our office located in the West Loop and will assist with multiple projects within our organization which include but are not limited to the following:

Policy research and creation of educational tools to inform coalition partners

- Monitor and analyze state legislation and budget decisions proposed by policymakers
- Research areas of interest to health and human services, including such as economic impact and funding trends of human services, and return on investment for programs such as Medicaid, and Managed Care systems.
- Identify policy priorities and develop policy recommendations based on legislative and regulatory matters
- Create action alerts, data/fact sheets, and other communication materials to inform our partnership base on specific issues
- Participate in meetings with various committees and workgroups, such as Grant Accountability and Transparency Act (GATA) Steering Committee, Budgeting for Results Commission, and Medicaid Advisory Committee
- Support outreach to state legislators, the Governor's office, state agencies, nonprofit organizations, and other entities

Support building organizational capacity at Illinois Partners

- Assist with monthly member call-in meetings, including preparing agenda, sending reminders, and distributing follow-up materials
- Update and manage website to keep network partners informed
- Update internal reports and educational outreach materials
- Grant research and writing (previous experience in this area is desirable)
- Help to cultivate "Human Services Works" Campaign, a statewide public awareness and advocacy campaign to enhance the conversation about the role of human services in making Illinois communities strong.

Our objective is to keep our coalition partners ready to react quickly to new policy priorities. The policy intern will therefore need to keep current on both state legislation and projects as they develop.

The internship is **paid** and requires approximately 20 hours per week, depending on schedules. The intern must be a **continuing graduate student** in public policy or a related field. He/she must be an excellent writer and be able to work independently in an environment where priorities change and new projects arise daily.

Please provide a resume, cover letter, and two short writing samples (one academic and one professional such as a policy brief, memo, or fact sheet). Submit materials to Ilana Sahm at [ilana@illinoispartners.org](mailto:ilana@illinoispartners.org) with the subject line: "Illinois Partners Policy Intern 2018" by November 3rd. The internship will begin in January and conclude in June 2018. Two on-boarding days will take place in December prior to start date.

For more information, visit [www.illinoispartners.org](http://www.illinoispartners.org).