Position: GOVERNMENT RELATIONS INTERNSHIP
Reports to: Community and Government Relations Director & Manager
Duration: February – May; June – August; September - December
Days/Hours: Three to Four days/week with evening and weekend availability

Description: Resources for Human Development is seeking a highly-motivated and qualified Government Relations Intern who will assist the Community and Government Relations Director and Manager with a variety of tasks in the greater Philadelphia area. Tasks may include assisting with advancing RHD’s legislative and policy agenda, creating and/or using a program or mechanism to track relevant legislation, maintain legislative district database, assist with lobbying and advocacy efforts, which could include: setting up lobbying appointments, attending lobby visits, writing letters to the editor, and making phone calls.

This internship is an excellent opportunity for a self-motivated individual interested in grassroots advocacy and government relations looking for a practical, hands-on experience in the nonprofit field. The Community and Government Relations Department equally values all its team-members and functions within an innovative work environment which caters this position according to the needs and interests of the intern. A supervisor will work closely alongside the intern to ensure that she/he can make the most of the position.

Primary Responsibilities

- Maintain RHD program-based legislative database
- Assist with corporate-wide lobbying and advocacy efforts
- Research and track relevant legislation
- Assist with planning and execution of Government Relations and legislative events

Additional Responsibilities and/or Opportunities

- Attend and actively participate (when comfortable) in meetings
- Other opportunities may be available depending on the applicant’s skill level and initiative
- Other duties as needed.

Qualifications

Juniors or seniors studying political science, communications, public relations or government relations are encouraged to apply. Applicants must have strong organizational, interpersonal, verbal communication, and writing skills; must be creative, self-motivated, and able to adapt to shifting work environments; must feel comfortable working individually and as part of a team; proficiency in Microsoft outlook, Excel, and Adobe Photoshop preferred. Must have a valid driver’s license.

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