Public Policy Internship – 1 spring 2011 & 1 summer 2011

Position: The Public Policy Intern works directly with the Public Policy Manager for the three Pennsylvania Chapters of the National MS Society.

Responsibilities:
- Assist in keeping public officials aware of issues that affect their constituents.
  - Seek opportunities for MS activists to meet and develop relationships with local public officials.
  - Develop talking points for meetings.
  - Facilitate meetings as needed.
- Attend pertinent committee meetings, public hearings, and coalition meetings as assigned.
- Track legislation related to National MS Society (NMSS) priorities.
  - Assist in coordinating response campaign.
  - As directed, arrange meetings with legislators and staff members – GRC, chapter staff, clients.
- Assist in moderating and posting to MS Policy Blog.
- Arrange Governmental Relations conference calls and meetings.
  - Assist in developing agenda.
  - Prepare minutes and issue to PA Chapters.
- Interact with local advocacy leaders to develop collaborative relationships.
- Assist in planning Advocacy day and MS Awareness Day
- Assist in scheduling local advocacy contacts with local and state representatives.
- Recruit advocacy volunteers by attending such local MS Society events as MS Walk.

Qualifications:
- Must be currently enrolled in undergraduate course work or a graduate program.
- Prefer major coursework in Public Policy, Political Science, Public Administration, Nonprofit Management or Social Work.

Time commitment and Compensation:
- Summer - full time (40 hours per week) internship; unpaid.
- Fall/Spring - ten to twenty hours per week through semester. Prefer 3 to 4 hour block of time, two to three times per week.
  Majority of work hours will be at Chapter Office; unpaid.

Other requirements: Appropriate attire (Business casual); must have reliable transportation to Harrisburg office and legislature as required.

Orientation and Training:
All interns will receive orientation during their first week at the chapter office. Interns will receive information about multiple sclerosis, the National MS Society, and the Central PA Chapter. Interns will be trained on Customer Services modules.

The National Multiple Sclerosis Society
The mission of the National MS Society is to end the devastating effects of MS. The Society is the largest private sponsor of MS research in the world. We support research and training projects aimed at finding the cause of MS, better treatments and a cure. The Central Pennsylvania Chapter provides programs and direct services to more than 6,100 people with MS and their families in 30 Counties in Central Pennsylvania.

The chapter provides:
- Education to people with MS, family members and health care professionals
- Information and Referral; Self-Help Groups; Counseling and Support; Financial Assistance
- Exercise and other Wellness Programs; Advocacy at the local, state and federal level
- Care Management; Newly diagnosed programs; Respite Care; Programs for Family and Children

Application Instructions: Submit the following application materials to Chapter contact person by e-mail, mail or hand delivery
- Internship Application (see following pages)
- Current resume & two writing samples (ex. Press Release, Article, Marketing Piece, Research paper)

Interested applicants should send application, resume, writing samples and cover letter to:
Jennifer Strayer, Public Policy Manager, National MS Society, Central Pennsylvania Chapter
(See above for mailing address & phone number)
Jennifer.strayer@nmss.org
## Application for Internship

**Application Instructions:**

All applicants should submit the following documents for consideration.

- Internship Application
- Current resume and cover letter
- Two writing samples (ex. Press Release, Newsletter, Marketing piece, Article)

Documents may be submitted via e-mail or standard mail delivery to Jennifer Strayer, Public Policy Manager, [jennifer.strayer@nmss.org](mailto:jennifer.strayer@nmss.org)

### General Information

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Permanent address (if different from above)

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GPA (cumulative)

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<th>Best Time to Reach You (Time &amp; Location)</th>
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Are you currently employed?  

Hours worked weekly?  

Employer  

Work Telephone  

May we contact you at work?  

Yes  

No  

Emergency Contact Name  

Relation  

Phone  

Please answer the following questions. If you need additional space for your answers, you may add a separate page.

Have you volunteered/worked with the NMSS before? If so, please share with us what you have done and when. If not, how did you learn of us?
________________________________________________________________________________
________________________________________________________________________________

Why do you want to intern with the National Multiple Sclerosis Society? Do you have a connection to multiple sclerosis?
________________________________________________________________________________
________________________________________________________________________________

What skills/talents do you have that would contribute to your success in this position?
________________________________________________________________________________
________________________________________________________________________________

How would this experience benefit your future career objectives?
________________________________________________________________________________
________________________________________________________________________________

Skills

Do you have training or experience in any of the following areas? (check all that apply)

___ Accounting  

___ Administration  

___ Advertising/PR  

___ Audio/Visual Systems  

___ Bilingual  

___ Blogs  

___ Computer Programming  

___ Data Entry  

___ Database Programs  

___ Event Coordination  

___ Fundraising  

___ Grant Writing  

___ Graphic Design  

___ Group Facilitating  

___ Health Fairs  

___ Human Resources  

___ Internet  

___ Legal  

___ (Please Specify)  

___ Health Fairs  

___ Human Resources  

___ Internet  

___ Legal  

___ (Please Specify)  

Technology (check all you are proficient in using)

___ MS Office  

___ Publisher  

___ Excel  

___ InDesign  

___ Outlook  

___ Other

Do you have remote access to a computer?  

Yes  

No
Work/Volunteer Experience (*Please complete if no resume is attached*)

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**Interests**

Please check the types of internship activities that interest you (check all that apply):

- ___ Administrative/Technical
- ___ Event Coordination/Fundraising
- ___ Public Policy/Advocacy
- ___ Public Relations/Communications
- ___ Social Work/Programs
- ___ Business Administration
- ___ Other ________________________

**Accommodations**

Are there physical accommodations that will help you in your internship assignment? If yes, please describe. _______________________________________________________________________
_____________________________________________________________________________

Do you have access to transportation? ____________________________________________

**Availability**

Please indicate what days/times you will be available to work during your internship:

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When would you like to begin your internship? ______________________________________
_____________________________________________________________________________

**Confidentiality Policy**

All registrants of the Eastern North Carolina Chapter of the National Multiple Sclerosis Society have a right to know that all personal records, documents and conversations shall remain confidential. No information which might individually identify a registrant with multiple sclerosis will be released by any staff member, intern or volunteer of the Eastern North Carolina Chapter of the National Multiple Sclerosis Society to anyone outside the agency without that registrant’s expressed opinion.

Signature: __________________________________  Date: __________________________