Government Relations Internship Opportunity

About:
The American Red Cross (ARC), Illinois Office of Government and External Relations (“GERP”) is located in the Springfield, Illinois Regional Chapter office, however, GERP represents Red Cross interests on a statewide basis and beyond. Successful internship candidate(s) will learn how ARC interfaces with governmental agencies, the Illinois General Assembly and other non-profit organizations. You will have the opportunity to learn from an experienced advocate in a first-class organization, as well as earn front line experience. The American Red Cross is a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement. ARC will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies. This is an excellent opportunity to establish, grow and demonstrate public policy skills.

Internship Responsibilities:
The Government Relations Intern will act as an assistant to the Director of Government & External Relations. This position is unpaid (for now) – but you will learn a lot and have fun! He/she will work on routine and special projects, which may include but are not limited to:

- Become familiar with ARC, its history and goals, the role of the ARC volunteer, how programs operate, etc. through attending training sessions, reading printed materials, and viewing video materials. Become knowledgeable about disaster response and recovery and other core services of ARC.
- Assist in responding to staff and/or State legislator inquiries. Coordinate/supervise volunteer assistance when needed.
- Assist the Director research and track related legislation; assist in drafting of legislation, assist in the preparation of bill summaries and status updates as needed and distribute information to legislators and staff as needed. Assist in the development and implementation of ARC legislative agenda.
- Assist in planning, organizing and marketing for special events. Recruit Red Crossers/Legislators to attend special events.
- Maintain and update Department database as needed.
- Develop educational materials for distribution to appropriate audiences by assisting with the drafting and edit of periodic newsletters, broadcast e-mails, traditional mailings, etc.
- Assist in coordination of advocacy efforts including the bi-annual “Red Cross Capitol Conference. Regular duties include compiling information about legislators, developing legislative packets, coordinating visits with legislators, etc.
- Assist in identifying funding sources to support a paid internship on an on-going basis.

Requirements:
- Commitment to ARC mission and demonstrate the ability to perform responsibilities listed above;
- High level of comfort in working with people. Honesty, dependability and reliability;
- Applicants must have an understanding and familiarity with Microsoft Office programs.
- Excellent attention to detail, organizational skills, and follow through; and excellent verbal and written communication skills.

Time Commitment:
Internships are available for between 15 – 40 hours a week, depending on student availability and Department needs.
Schedule to be mutually agreed in advance and flexible. Internship terms are for one semester. A candidate may serve more than one term if mutually agreed.

To Apply:
Please submit a resume and cover letter by email to W. Bryan Soady, Director of Government and External Relations, at bryan.soady@redcross.org.
If you have questions please call our office at 217/787-7602, ext. 230