

2024 Spring Legislative and Policy Internship

The Hospital and Healthsystem Association of Pennsylvania (HAP) Legislative advocacy team is seeking a Spring 2024 intern. The Hospital and Healthsystem Association of Pennsylvania (HAP) is a not-for-profit trade association based in Harrisburg, Pennsylvania, which advocates for nearly 235 Pennsylvania acute and specialty care hospitals and health systems including primary care, subacute care, long-term care, home health, and hospice providers, as well as the patients and communities they serve.

Point of Contact

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Legislative Affairs and Policy Internship Position:

The legislative and external affairs team is seeking an intern during the Spring 2024 semester from January to May 2024. This is a paid internship. Interns are expected to work at least 12 hours a week in a hybrid model. Arrangements can be made to accommodate the student's class schedule. There is no guarantee or expectation that this internship will result in employment with the Hospital and Healthsystem Association of Pennsylvania.

Students interested in learning more about the state legislative process and how health policy is developed, are strongly encouraged to apply. **Interested applicants should submit a resume and cover letter to [Ashlyn Booher](#).**

Mentoring and shadowing opportunities will be offered as the intern works with the Legislative and External Affairs team. This will include team members with focus on legislative affairs, political engagement, grassroots advocacy, and communications. The intern will have opportunities to accompany members of the team to meetings, briefings, hearings, floor sessions, and related events. Depending on the intern's interest there may be opportunities to monitor issue-specific legislation, as appropriate.

Responsibilities:

- Bill Tracking Support
- Research on a variety of issues
- Drafting notes and key takeaways from hearings and briefings
- Preparing legislative and political documents and packets for use in internal and external purposes
- Attending legislative meetings and hearings to support legislative and policy team members
- Issue-specific projects on priority and/or emerging issues
- Tracking and inputting fundraising events
- Primary election preparation: district profiling, voter registration work, turnout tracking, etc.

Qualifications:

- Current enrollment in a graduate degree program OR seniors currently enrolled in an undergraduate degree program.
- Applicants must be in good academic standing with their institution.
- Ability to travel to Harrisburg, PA regularly during the Spring semester
- Preference will be given to students enrolled in programs studying health policy, communications, public affairs, public policy, political science, or related fields.

The ideal intern will be a serious student who is eager to learn about the legislative process and is fully engaged in their work. The intern should be familiar with Microsoft programs, attentive to detail and comfortable working in a fast-paced, dynamic environment. Applicants will need to conduct themselves professionally and manage their time. Students with strong research skills, writing and analysis will be highly considered. Additionally, previous work experience that shows an ability to work well with others and examples of initiative, motivation and enthusiasm is highly regarded. A sense of humor and flexible attitude are also appreciated.

Posting date and expiration date for posting: Applications will be accepted through December 8, 2023. Applicants meeting the criteria outlined above will be invited to attend a virtual interview the week of December 11, 2023.

Is this an annually recurring job? No

Location: Hybrid. Interns are expected to be available to travel to Harrisburg on certain days during the legislative session to attend hearings, legislative meetings, mentoring opportunities, and other events. HAP staff will work with the intern to ensure these in-person days do not conflict with any school events.

Salary Level: The intern will receive pay.

Type of compensation (Stipend, Hourly, Transportation): Stipend

Desired start date: January 15, 2024

Duration of internship: 11 Weeks

Approximate hours per week: The intern is expected to work 12 hours per week, ideally Tuesday through Friday. Arrangements can be made to accommodate the student's schedule.

EEO Employer/F/M/Veterans/Disabled are encouraged to apply.