



**Federal Policy Intern
Safe Routes Partnership
Job Description**

Reports to: Managing Director, Policy and Partnership
Supervises: None
Position Type: Part-Time, 15 hours per week; At-Will
Hourly Rate: \$20-27/hour depending on experience
Position Duration: 6-month commitment required, with opportunity to extend into 2026

Summary: The Federal Policy Intern will play a critical support role as Safe Routes Partnership pursues funding and policy wins for active transportation and healthy communities. This is a critical time for federal policy as Congress gears up to do a renewal of the Surface Transportation Law and considers annual appropriations for federal health programs. This is an excellent opportunity to learn more about the behind-the-scenes process of how nonprofit organizations build support for their priorities in Congress while playing a role in creating safe routes for kids and families around the country.

Key Responsibilities:

Congressional Lobbying Support

- Schedule Congressional staff meetings for Managing Director in support of active transportation and healthy communities funding and policy
- Research members of Congress to identify priorities and pull together background on past support for our issues and potential for alignment
- Produce packets for hill meetings
- Attend selected Congressional staff meetings and strategy sessions with partner organizations
- Represent the organization at selected coalition and agency meetings

Grassroots Engagement

- Reach out to project staff in key Congressional districts to identify success stories
- Coordinate with groups in key Congressional districts on outreach to selected members of Congress

Resource Development

- Write drafts of talking points, bill fact sheets, and grassroots call to action messages
- Produce draft powerpoints for Managing Director's key speaking engagements
- Maintain grant funded projects database and produce state-specific lists of funded projects
- Write drafts of blogs to update supporters about Congressional and federal agency action

Qualifications/Requirements:

- Open either to undergraduate or graduate students interested in a public policy career, or anyone seeking part-time public policy work.
- Interest in public policy, ideally specifically as it pertains to active transportation and health.

- Strong writing, research, and communications skills.
- Excellent organizational skills and demonstrated ability to meet deadlines.
- Prefer experience with PCs and Microsoft Office suite.

Physical Requirements:

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. Travel within the greater DC area may be required to attend Congressional and partner meetings (with travel costs reimbursed by the organization).

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

I have read and understand this explanation and job description.

Employee Signature: _____ Date: _____
 Supervisor Signature: _____ Date: _____