

Summer Internship Program Overview – Government Relations

Hours & Pay: Part-time, estimated 25-30 hours/week during regular office hours. \$16/hour, non-exempt.

Dates: May 23 – August 5, 2022

Location: Bloomington, IL

Posted: October 4, 2021

Application process: Submit a cover letter and resume to Heather Atkinson at atkinsonh@ilsoy.org by November 1, 2021.

The ISA Government Relations intern will assist the Senior Director of Government Relations and legislative team on policy issues management and analysis, and external and internal communication.

This internship offers the opportunity to gain valuable skills, network, and learn about government affairs, regulation, and legislation in the independent non-profit agricultural commodity space.

The ideal candidate will possess strong analytical, writing, investigative, interpersonal, and communicative skills, and be able to work on and prioritize multiple concurrent projects both independently and with a team.

This program is designed to engage you in day-to-day activities and projects contributing towards our team and strategic goals of the association. There may also be opportunities to interact with policymakers, state and local elected officials, and members of the U.S. Congress and Senate, as well as apply what you have learned in the educational offerings to actual business situations.

Responsibilities

- Research, analyze and present information & key points of interest related to various legislative systems
- Update policy positions and draft content for webpage
- Monitor proposed rulemakings from federal agencies such as the SEC, CFTC and Federal Reserve as well as federal agencies
- Monitor congressional bills focusing on financial services, agriculture and tax committees
- Monitor public hearings in the House and Senate
- Track information on upcoming SEC meetings and congressional hearings
- Assist with employee gift-matching program
- Provide ad hoc support and assist the Market Policy & Government Affairs Department
- Handle logistical elements for program events
- Aid in tracking the existence and movement of administrative regulations and laws pertaining to agriculture in Illinois
- Attend strategy and staff meetings
- Assist in scheduling meetings with the offices of Illinois legislators
- Assist with miscellaneous office tasks and projects as needed

Requirements

- Working knowledge of Microsoft Office products including Excel, Word, and PowerPoint
- Excellent and demonstrated organizational, time management, and teamwork ability
- Excellent written and verbal communication skills
- Be a current junior or senior and enrolled as full-time undergraduate student
- Have an interest in government and legislative affairs
- Demonstrate social media management skills
- Have excellent research, writing, and interpersonal skills