



# PUBLIC POLICY INTERN

Part time - Temporary Internship



# ABOUT NAF

Ataxia is a rare neurological disease affecting tens of thousands of people in the US and many thousands more around the world. It is progressive, affecting a person's ability to walk, talk, and use fine motor skills.

The National Ataxia Foundation (NAF) was established in 1957 to help persons with Ataxia and their families. Our mission is to accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia. NAF's vision of a world without Ataxia will be accomplished through our primary programs of funding Ataxia research, providing vital programs and services for Ataxia families, and partnering with pharmaceutical companies in the search for treatments and a cure. We work closely with the world's leading Ataxia researchers and clinicians, promoting exchanges of ideas and innovation in Ataxia discovery.

## Company Profile

**Location**  
Minneapolis, MN

**Size**  
18 staff members

**FY 2022 Revenue**  
\$6 million



## VISION

A world without Ataxia.

## MISSION

To accelerate the development of treatments and a cure while working to improve the lives of those living with Ataxia.

**ENSURING THAT NO ONE EXPERIENCES ATAXIA ALONE, UNTIL NO ONE EXPERIENCES ATAXIA, PERIOD.**





## FISCAL YEAR 2022 HIGHLIGHTS

- **\$1.8 million** spent on research initiatives
- **12 Ataxia research grants** awarded
- **415 local support group meetings** hosted
- **79 advocacy meetings** with members of Congress
- Funded **158 genetic counseling sessions** and **80 genetic tests**
- **16 educational webinars** hosted

## WAYS WE FULFILL OUR MISSION





# POSITION DETAILS



## Public Policy & Advocacy Intern

Reports to Community Program and Services Director

May 15 - October 1

10 hours per week

\$15 per hour

### Position Summary

NAF is seeking a motivated **law/pre-law school or public policy graduate/undergraduate student** for a May 15 -October 1, 2023, Public Policy & Advocacy Internship. The internship will provide students with the opportunity to learn about federal and state rare disease, research development, health policies, programs, and advocacy strategies while developing their research, writing, organization, communications, and outreach skills. Specifically, the intern will assist with strategizing, planning, and implementing NAF's federal and state public advocacy priorities, initiatives, and events.

### Qualifications

#### Education & Professional Experience

The successful candidate will be a law or pre-law or public policy graduate or undergraduate student.

#### EEOC Statement

NAF is committed to equal employment opportunity. We do not discriminate in recruitment, hiring, or any other employment practices for reasons of race, color, gender, religion, national origin, gender identity, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.



## Special Skills or Knowledge

- Strong personal values that align with NAF's Vision and Mission and demonstrated passion for improving healthcare and quality of life for families impacted by Ataxia.
- Demonstrated interest in federal policies and programs.
- Experience reading and analyzing statutes and proposed legislation, as well as familiarity with both the legislative process and administrative rulemaking process.
- Experience with or participating in federal or state-level advocacy nonprofit organizations or coalitions.
- Excellent organizational and analytical skills with ability to multi-task, often within tight deadlines.
- Ability to work effectively both independently and part of a dynamic team.
- Excellent oral, written, and group communication skills.
- Strong interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and physical disability situations.
- Ability to think creatively and contribute to NAF strategies and goals.
- Proficiency with Microsoft Word, Excel, and Outlook; Internet and other research tools; social media tools; and data management.



## Benefits to the Intern

- Experience at a mission-driven nonprofit organization with over 12,000 members.
- Immersion in pressing issues facing America's rare disease populations and communities.
- Deep familiarity with strategies to address healthcare access and research development on a national, regional, and local level.
- Experience with national and regional initiatives.
- Experience planning and implementing national advocacy and outreach campaigns, both internally and as part of national coalitions.



## Compensation / Time Commitment

\$15 per hour / 10 hours per week (15 hour/week maximum)



## Duties and Responsibilities

### **Assist NAF in public policy and advocacy analysis and strategy.**

- Support the work of NAF and the Program Director by providing analysis, research, training/technical assistance, on a range of issues relevant to families impacted by Ataxia including: health care access, insurance coverage, research funding, and treatment development.
- Draft summary briefs and other substantive communication materials that explain policy issues to various audiences and that can be used by advocates for local, state, and national advocacy, including: one-pagers; issue briefs; legal analysis; talking points; infographics; and other visuals.
- Track federal legislation and appropriation items identified as priorities for NAF.
- Participate in a range of coalition activities, including attending meetings of coalitions whose policy content intersects with NAF.
- Develop reports to track Community Advocates and Congressional Members involvement, interest, skills, committee assignments, etc.
- Other duties as assigned.

### **Assist NAF in outreach and education efforts related to public policy and advocacy.**

- Assist in the implementation of training focused on strengthening the advocacy skills of Community Advocates - staff, board members, and volunteers.
- Assist in promoting and communicating NAF policy initiatives and advocacy opportunities through social media, webinars, E-News, and other channels.
- Conduct outreach to Community Advocates to promote advocacy opportunities and discuss legislative priorities.
- Survey and analysis of Community Members and issues of interest/impact to them.



## How to Apply

### **Application Deadline: May 8, 2023**

Send cover letter and resume to Lori Shogren, Community Program and Services Director [lori@ataxia.org](mailto:lori@ataxia.org) noting "Advocacy Intern" in the subject line. No calls please.



## Remote Work Schedule

We currently adhere to a remote work schedule with staff working remotely. This model is subject to change. Schedule can be flexible within normal business hours (up to 15 hrs/week).



## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.



## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The ability to travel for activities such as meetings, classes, and workshops in and out of the Minneapolis, MN area.