



## POSITION DESCRIPTION

<b>ORGANIZATIONAL ROLE:</b>	<b>Policy &amp; Advocacy Internship</b>
<b>DEPARTMENT:</b>	<b>Government Affairs</b>
<b>REPORTING RELATIONSHIPS:</b>	<b>Senior Director, Policy and Advocacy</b>

### OVERVIEW:

Each year Children's Health Fund (CHF) gathers its medical directors representing the programs of Children's Health Fund's National Network for Capitol Hill meetings with congressional members and staff. Engaging those who shape public policy enables the Children's Health Fund to have an impact that extends beyond its clinical programs. Through this work at the federal level, CHF plays a critical role in creating an environment that supports the health needs of children. Meetings with key policymakers provide an invaluable opportunity for CHF's front-line medical professionals to register their feedback on issues and policies that affect the children and communities they serve. This year's themes will potentially focus on the defense of the children's national safety net programs (including Medicaid and CHIP), budgetary cuts to children's programs and health access for immigrant children.

This is an unpaid internship that will provide class credit where available.

### PRINCIPAL ACCOUNTABILITIES:

The Spring Clinical Meeting Project Assistant will help with the development and planning of the Spring Clinical Meeting

- Assist with conference strategic planning process
- Research, draft and organize advocacy materials for distribution to congressional offices
- Assemble background materials for pre-conference distribution to attendees
- Work with event staff to ensure success in meeting timelines
- Help coordinate hill meeting schedule
- Other administrative responsibilities as needed



**ADDITIONAL INFORMATION**

The Children's Health Fund is an Equal Opportunity Employer and is committed to maintaining a diverse and inclusive work environment.

For further information on our programs, please visit our website [www.childrenshealthfund.org](http://www.childrenshealthfund.org) and check out the Healthy and Ready to Learn Resource and Training Center website, [www.hrl.nyc](http://www.hrl.nyc)

**HOW TO APPLY**

If interested, please send your resume and cover letter to [resumes@chfund.org](mailto:resumes@chfund.org).

**No phone calls, please.**