**Position Title:** Public Policy & Advocacy Intern

**Location:** Washington D.C. or remote

**Reports to:** Manager of Grassroots Advocacy

**Timing:** Summer 2021

**Commitment:** 10-35 hours/week

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**About the National Down Syndrome Society (NDSS):**

The National Down Syndrome Society (NDSS) is the leading human rights organization for all individuals with Down syndrome. NDSS envisions a world in which all people with Down syndrome have the opportunity to enhance their quality of life, realize their life aspirations and become valued members of welcoming communities. Founded in 1979, NDSS supports and advocates for the Down syndrome community by focusing on three key areas of programming: Resources & Support, Policy & Advocacy and Community Engagement. Within these focus areas NDSS engages in various activities, events and programs such as the National Advocacy & Policy Center, which seeks to create systemic change through engaged advocacy; the National Buddy Walk® Program, which honors and celebrates individuals with Down syndrome in local communities across the world and other initiatives that provide support, informational resources, and community engagement opportunities for individuals with Down syndrome and those who support them. Visit [www.ndss.org](http://www.ndss.org) for more information about NDSS.

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**Position Summary:**

NDSS seeks a driven and enthusiastic intern to join our National Advocacy & Public Policy Center (NAPPC) team during the summer months of 2021. This internship opportunity is located in Washington, DC (or remote) and is a great opportunity for individuals interested in policy, disability advocacy, non-profit management and more. The Public Policy Intern will gain hands-on experience with the legislative process at the federal, state and local levels of government with the NAPPC. NDSS works to promote legislation that will positively affect the lives of people with Down syndrome, their families and caregivers. With 25% of our staff having Down syndrome, our Public Policy intern will work with a neuro-diverse group of colleagues during their internship at NDSS.

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**Essential Functions and Responsibilities:**


To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

Specific responsibilities will include, but not be limited, to the following:

- Working with the NAPPC to track legislation relevant to the Down syndrome community;
- Researching and summarizing legislation that affects the Down syndrome and wider disability community;
- Supporting the NAPPC in preparation for their major events, such as the NDSS Capitol Hill Advocacy Day and CARING with Congress;
- Assisting in preparing information and research materials; create and maintain PowerPoint presentations;
- Shadowing multiple office positions, learning and performing a variety of tasks;
- Performing duties such as preparing memos, maintaining electronic files and other various tasks as needed assigned.

Experience and Qualifications:

- Education or experience in: Political Science, Economics, American Government or other related fields preferred
- Strong written and interpersonal communications skills
- Must be organized, detail oriented and able to take direction
- Must be self-motivated and possess the ability to work well both independently and within a team
- Ability to work effectively in a virtual environment
- Proficiency in Microsoft Office products or similar platform
- Demonstrated commitment to the mission and goals of NDSS

How to Apply

Qualified applicants should submit their resume with a cover letter to Human Resources via email at hr@ndss.org.

NDSS does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation, or any other status protected under law.