Position Title: Legislative and Regulatory Affairs Intern  
Location: Washington, DC  
Employment Dates: 3 months (summer internship)

**Position Qualifications:**

**Degree:** Bachelor level students only  
**Citizenship:** Must be authorized to work in the United States

Students must be currently enrolled in a BS/BA program with a major related to business, political science, international affairs, agriculture, the food and beverage industry or a related field.

Qualified candidates should possess an interest in the political process or government affairs. Candidates should also have strong researching skills and writing abilities; creative problem solving skills; a careful attention to detail; and the ability to handle multiple tasks simultaneously. Candidates must work well in a team environment and possess strong overall computer skills, particularly in Word, Excel and PowerPoint.

Selection is based on student credentials, interview results and the matching of student's skills to available openings. This is a PAID internship opportunity.

**Position Description:**

The successful candidate will have the opportunity to work with the International Dairy Foods Association legislative and regulatory affairs teams in Washington, D.C., assisting with projects, events and research. Tasks that may be required to perform include but are not limited to:

- Interact with external audiences, including other trade associations, federal agencies and Capitol Hill to maintain/develop relationships
- Represent IDFA at relevant meetings and political events
- Facilitate meeting/conference scheduling
- Draft correspondence and assist with various administrative duties
- Research & track key legislative and regulatory issues
- Complete various tasks associated with key dairy issues
- Attend relevant hearings or agency meetings, when appropriate, and provide written summaries
- Assist with communications in the form of relevant one pagers, talking points and presentations
- Participate in Hill and agency outreach and coalition meetings with IDFA team
- Plan an intern luncheon/dinner/happy hour/outing for other D.C. Food and Agriculture industry interns
# IDFA Summer Internship Program Application

## Applicant Information

| Full Name: |  |
| Date of Birth: |  |
| Email: | Mobile Phone: |
| Address: |  |
| City: | State: | Zip Code: |

## Educational Experience

| Current School: |  |
| Major: | Degree: | Year in school: |
| Email: | GPA: |
| City: | State: | Zip Code: |

## Extracurricular Activities

Please list any clubs or extracurricular activities that you may be involved in.

## Related Courses

Please list any courses that you feel would relate to this internship.

## Interests

What types of issues are you interested in?

## Application Essay

Please answer the following question on a separate sheet of paper. It should be typed and no more than one page.

**Describe yourself: Tell us why you should be selected for the IDFA Summer Internship Program.**

*Please list examples and attributes that pertain to this internship.*

## Resume and References

*With the application, please include your resume and three references.*

I verify that the information provided is authentic.

Signature of Applicant: Date:

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*Please email completed application, essay, resume and list of references to Heather Soubra at hsoubra@idfa.org by March 15, 2017.*