

Position Description
Policy Team Intern
#I24-0003

Who are we?

The Association of Maternal & Child Health Programs (AMCHP) is a national resource, partner and advocate for state public health leaders and others working to improve the health of women, mothers, fathers, parents, children, youth, and all families, including LGBTQIA+ and individuals with special health care needs. AMCHP leads and supports programs nationally to protect and promote optimal maternal and child health while lifting social determinants of health and addressing systemic and structural health equity issues.

AMCHP's vision centers the core values of health equity, social justice, inclusion, and collaboration with the families and communities we and our members serve. We lead and partner with diverse stakeholders to build member capacity to implement public health systems and practices that are centered in equity, informed by evidence, and reflect authentic partnership with the individuals, families, and communities most affected by those systems and practices. We envision a nation that values and invests in the unfettered health and well-being of all women, children, youth, families, and communities so that they may thrive.

About the position:

AMCHP is recruiting a policy team intern for the Spring of 2025. This is a paid part-time position that requires a minimum of 15 hours per week. AMCHP's internship program is open to currently enrolled students in undergraduate and graduate programs. Individuals who have recently graduated are also eligible. Candidates with experience in Congressional affairs is preferred.

Our program is also designed to allow interns to gain practical work experience; provide opportunities for interns to explore their strengths and interests more fully; and provide AMCHP an opportunity to become involved in the preparation of future public health professionals.

What you'll get to do:

Work with the policy team on a variety of projects and initiatives. Potential projects include, but are not limited to:

- Track current affairs related to policy
- Compile and share out MCH policy information through AMCHP's Policy Digest
- Perform research on federal and state legislation, including updating AMCHP's MCH Bill Tracker
- Contribute to the planning and implementation of a Congressional hill day
- Contribute to AMCHP's appropriations advocacy
- Support the policy team in development of and editing written materials
- Attend briefings and meetings on relevant MCH policy issues
- Perform related work as assigned.

You'll bring these qualifications:

Knowledge:

- Knowledge of and strong interest in public health policy
- Knowledge and understanding of maternal and child health (preferred)

Skills:

- Excellent writing and editing skills
- Self-motivated with strong organizational skills
- Strong written and oral communication skills

Abilities: Self-motivated with strong organizational skills; the ability to work effectively in a team environment; the ability to work effectively remotely/in telework set-up; A steadfast commitment to [AMCHP's core values](#).

Other: AMCHP's office is located in Washington, DC, and this position has the option of 100% virtual work/telework. However, the position requires the individual to provide Government Affairs support in the Washington, DC area. Therefore, there is preference for this individual to be located in or near the District of Columbia, Maryland, and Virginia (DMV) area.

Physical/Sensory Demands: We are committed to an inclusive culture that values all types of diversity, including the accommodation of a wide range of disability and related workplace needs.

Estimated Internship Duration

Start Date: Beginning of January 2025

End Date: End of May 2025

Hours/Compensation: 15-20 hours per week. Hourly rate range: \$20 - \$25 per hour (exact dates/times can be negotiated). Note: Benefits are not provided.

Job Classification: Non-Exempt

Why Join AMCHP?

We are a dynamic, energetic team comprised of MCH subject matter experts and individuals passionate about building a nation that values and invests in the health and well-being of all women, children, youth, families, and communities so that they may thrive. We take specific, focused action to center anti-racism in our work and be assets for health equity and racial justice.

AMCHP is committed to creating a diverse work environment and is proud to be an equal opportunity employer. Our employment practices reflect our core values and guide us in our commitment to dismantling structural racism and rebuilding the systems that serve our communities in ways that center racial and other forms of equity. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested?

Submit your resume, cover letter, 2 public health-related or policy-related writing samples, and (3) references [here](#).

No phone calls. Please submit questions to careers@amchp.org and indicate #I24-1003 Policy Team Intern in the subject line.