



Lloyd Meeds Policy Fellowship Program

The Lloyd Meeds Policy Fellowship is an opportunity for exceptional college students to spend a semester or summer at K&L Gates actively participating in the policy affairs of a Washington, DC law firm and learning about the federal political process. The Fellow assists Government Affairs Specialists (GAS) and other policy professionals with project research and the tracking of developments important to the firm and our clients. During the course of the program, the Fellow is immersed in activities providing invaluable insight into the daily operations of our firm and the federal government. In addition to daily tasks, the Fellow has an opportunity to attend Congressional and agency hearings, participate in firm policy group meetings and events, and interact closely with our firm's policy professionals in activities specifically designed for the Fellowship. The program opens a door into Washington for students and provides the firm valuable assistance with its policy affairs.

Deadline for application:

Winter/Spring Semester: November 30

Summer Semester: April 30

Fall Semester: August 19

Position Description

POSITION TITLE: Lloyd Meeds Policy Fellow

- Position named after the late Lloyd Meeds, who was a former partner at the firm and a seven-term Congressman from Washington State. Meeds' accomplishments, as well as the respect he garnered during his time in Congress and his years at the firm, make him an ideal namesake of this program.

HOURS: 40 hours/week

- Position one: 7:30am – 4:00pm/ daily
- Position two: 9:00am – 5:30pm/ daily
- Adjustment of hours considered if necessary to accommodate special circumstances.

SALARY: \$8.25/hour

STATUS: Non-exempt

REPORTS TO: Senior Government Affairs Assistant

LOCATION: Washington, DC

ESSENTIAL FUNCTIONS:

Assists the GAS and other policy professionals with assorted tasks, including:

- Monitoring press and Capitol Hill publications for a variety of topics and issues of interest to our clients.
- Assisting with projects, including conducting internet research, creating charts, and compiling briefing books, relating to a broad range of issues for attorneys, clients.
- Delivering, retrieving documents from Capitol Hill important to firm, clients.
- Operating equipment such as fax machines, computers, telephones, printers, copy machines and calculators.

PROFESSIONAL CONDUCT

- Provides updates to supervisors on status of currently assigned and scheduled activities.
- Establishes and maintains effective working relationships with legal and administrative personnel throughout the firm.
- Recognizes the importance of effective client service and presents the firm in a positive light.
- Successfully sets priorities, performs tasks in an orderly fashion, and meets deadlines.
- Keeps scheduled appointments, reports for work on time and maintains good attendance with valid reasons for absences.
- Maintains professional appearance and conduct at all times.
- Demonstrates good written and oral communications skills and communicates effectively.
- Keeps up with changing priorities, is willing and able to take on new tasks and responsibilities.
- Remains calm and focused in pressure situations.
- Submits all required paperwork and reports accurately and on a timely basis.
- Operates well without specific direction and close supervision, given general guidelines for the position.

QUALIFICATIONS: Current college student. Fellow must have interest in federal legislation, policy and politics.

OTHER QUALIFICATIONS: The Fellow should possess strong communication and organizational skills; must be hard-working, dependable and highly motivated; working knowledge of Microsoft Word, Outlook, Excel, Internet and electronic information sources beneficial. Rarely may be asked to work more than the normal 40 hours per week.

Fellowship Program Activities

Students participating in the Lloyd Meeds Fellowship program are invited to participate in a number of activities at the firm, including some designed specifically for the fellowship program. Activities include the following:

- Meeting with GAS and/or an invited senior policy professional in the firm to learn about the careers of the invited professional, including what they do at the firm, what they have done previously, and how they came to work at this firm.
- Two planned functions outside of the firm with GAS, other firm staff and professionals. Activities may include attendance at sporting events, local community events, and other activities appropriate for a firm-sponsored function.
- Attendance of selected Congressional committee hearings (or other government meetings, when appropriate) with a GAS to learn about the political process, current issues of interest in Congress, and other government bodies.
- Participation in policy group and firm-wide meetings, events, including (but not limited to) meet-and-greets, policy group meetings, and firm holiday parties.
- Pending availability, participation in internship (one day a week) with a selected Congressional office.

Fellowship Mentor

Each student selected as a Lloyd Meeds Fellow is assigned a mentor at the firm. Mentors are selected (with their permission) from the senior policy professionals in the office. The role of the mentor is to provide the Fellow with an opportunity to learn about the work conducted at the firm and to discuss questions the Fellow might have regarding the policy/law profession. Mentors are invited to include the Fellow in meetings and other activities that the mentor believes would be educational for the Fellow.