SILICON VALLEY LEADERSHIP GROUP INTERNSHIP OPPORTUNITIES

Want to experience first-hand how **public policy** is developed on **local, state, and federal levels**? Want to **make a difference** in areas such as improving middle school math education, reducing greenhouse gas emissions, increasing the supply of affordable homes?

The Silicon Valley Leadership Group, a **public policy trade association** engaged in quality of life and bottom-line business issues on behalf of over 200 companies in Silicon Valley, is looking for **policy interns.**

Responsibilities:

- Assume responsibility for one major project in your selected issue area with the assistance and oversight of your mentor, for example in depth research on a proposed policy measure, helping to organize a major event, etc.
- Review and analyze proposed legislation or policy/regulatory changes, including recommendations for future action by the Leadership Group, as appropriate. Interact with legislative and government offices on policy issues.
- Assist in preparing for meetings with company and community leaders, including agenda preparation and mailing, follow-up phone calls, meeting research and minutes. Interns are also allowed and encouraged to attend the meetings they have helped to arrange and other Leadership Group meetings and events to learn and to make contacts
- Prepare and present information to appropriate Leadership Group committees or task forces. Anticipate and be prepared to answer audience questions on issues.
- Assist other office staff and interns in administrative projects, as needed.

Interns are encouraged to focus on one of the following policy areas:

- Economic Vitality
- Environment
- Energy
- Transportation
- Education
- Health Policy
- Housing/Land Use
- Government Relations and Tax Policy
- Communications

Compensation:
This is a volunteer internship position. College credit may be available through your school.
Time Commitment: Interns must commit to a minimum of fifteen hours per week for a minimum of three months. Individual circumstances will be considered on a case-by-case basis.
Required skills: Comfort with using Microsoft Office Suite and with doing internet research.
To apply:
Email your resume to Amanda Ballard at aballard@svlg.net, indicate your interest in the policy areas (above) by order of preference.

SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net	SVLG Internships aballard@svlg.net