

JOB DESCRIPTION



Job Title:	Science Policy & Advocacy Intern	Job Classification:	Temporary
Department:	Policy & Advocacy	Supervisory Responsibility:	None
Reports to:	Senior Director of Policy & Advocacy		
Reviewed By/Date:	Click here to enter text.	Approved By/Date:	

Job Summary:

The Science Policy & Advocacy Intern is a full-time temporary employee, reporting to the Senior Director of Policy and Advocacy. Interns assist the organization in advancing its mission and objectives through education, advocacy and public policy activities. Internships are typically three-month appointments.

The Science Policy & Advocacy Intern has a strong work ethic, organizational and multitasking skills, and can effectively prioritize competing tasks. The Intern is able to pay attention to details, effectively follow instructions and can work equally well independently and in collaboration with others.

Job Responsibilities:

- Track relevant policy issues, including budget and appropriations legislation.
- Perform background research as needed.
- Write fact sheets and text, including blog posts, for Research!America's website.
- Complete and present a self-directed project on a science policy topic relevant to the mission of Research!America.
- Attend briefings, meetings, and hearings on Capitol Hill, as well as meetings and other events off Capitol Hill that are relevant to our organization's mission.
- Provide administrative and project management support as requested.
- Perform other duties and responsibilities assigned.

Qualifications:

- College senior, graduate student or recent graduate with a science, health or related degree (or degree goal)
- A desire for science policy experience in the areas of biomedical research, health services research and other health research disciplines, and related Research!America priorities
- A strong academic background and excellent oral and written communication skills
- Familiarity with the health and life sciences research sectors is preferred
- Experience with and ability to use Microsoft Office software

Expectations:

Employees who telework are expected to maintain all work-related commitments, including participating in meetings by teleconference, and be available and responsive during the office hours of 9:00 am to 5:00 pm Eastern. Employees are expected to meet deadlines, complete projects with excellence, and maintain communication with their supervisor and co-workers.

Research!America provides online access to the organization's network and systems, including a Microsoft license for access to online apps.

Remote employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment. It is therefore required that employees notify the Director of Operations with the location of telework.

Additionally, it is expected that the Intern:

- Ensures a work location that is free of distractions.
- Is on time for meetings & calls. Webcams should be on with a reasonably non-distracting location; be on mute until speaking. Download and test all conferencing apps in advance of meetings.
- Attend recurring department meetings and supervisor check-in meetings and maintain regular communication.
- Use Research!America-provided tools for productivity and communication, including ClickTime, Microsoft Teams and software suite. Research!America documents and communications are expected to be typed and legible.
- Save all files to the central location on the designated SharePoint site or to a Research!America-provided OneDrive account. Work-related files should not be saved on a personal computer.

Science Policy Internship, Supported by Emory University

Research!America's Mission

The Research!America alliance advocates for science, discovery, and innovation to achieve better health for all. We advocate for a federal policy climate that helps empower our nation's biomedical and health research sectors as they work to accelerate medical progress.

Job Summary

Research!America is offering a paid, temporary full-time internship. Interns assist the organization in advancing its mission and objectives through education, advocacy, and public policy activities. Internships are typically three-month appointments (start and end dates are flexible). The intern will work a hybrid schedule from Research!America's Arlington, VA office 2-3 times a week. The Research!America office is located just steps from the Metro and VRE.

Job Description

The science policy interns will:

- Track relevant policy issues, including budget and appropriations legislation.
- Perform background research and write fact sheets and text for Research!America's website.
- Complete and present a self-directed project on a science policy topic relevant to the mission of Research!America.
- Attend briefings, meetings, and hearings on Capitol Hill, as well as events off Capitol Hill that are relevant to our organization's mission.
- Provide administrative and project management support as requested.

Eligibility

College seniors, graduate students or recent graduates with a science, health or related degree (or degree goal) who seek science policy experience in the areas of biomedical research, health services research and other health research disciplines, and related Research!America priorities. Ideal candidates have a strong academic background and excellent oral and written communication skills. Familiarity with the health and life sciences research sectors is preferred. Candidates must have experience with the Microsoft Office software.

Compensation

\$20/hour for up to 40 hours/week. Commuter benefit is available for interns working a hybrid schedule in our Arlington, VA office.

To Apply

Please submit all materials no later than October 13, 2025. No calls, please.

E-mail resume and cover letter, including academic status and specific area(s) of interest and expertise, reason(s) for wanting to be a Research!America intern, and availability; a writing sample that demonstrates your ability to write about science and/or policy for the public (two pages or less); and contact information for three references to hr@researchamerica.org.

Research!America is an equal opportunity / affirmative action employer with a strong commitment to diversity and inclusion.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.