**Fall 2021 Policy Intern (paid)**

Financial Accountability and Corporate Transparency (FACT) Coalition
Washington - DC (United States)
Internship

**Preferred Location:** Washington, DC, USA (Remote work options possible)

**Fall Term:** August to December (Start and End Dates Flexible)

**Application Deadline:** July 15, 2021

**Salary:** $15/hr for 20+ hours per week

The FACT Coalition is looking for an intelligent, energetic, and resourceful Policy Intern to help with the Coalition’s communications, advocacy, outreach, and operations.

**About Us**

The FACT Coalition is a non-partisan alliance of more than 100 state, national, and international organizations committed to promoting a fair global tax system and to combating the harmful impacts of corrupt financial practices. Unfair tax systems, multinational corporate tax avoidance, illicit financial flows, and corruption all rob the U.S. and other governments of the resources they need to fund social services, fight economic, gender and racial inequality, and combat climate change.

The successful candidate will join a pragmatic and winning coalition which most recently was instrumental in pushing the U.S. Congress to enact the Corporate Transparency Act at the beginning of 2021, the most important anti-money laundering reform in 20 years.

**How to Apply**

Send a cover letter, resume, and writing sample to jobs@thefactcoalition.org with the phrase “Policy Intern” in the subject line of the email. Candidates are encouraged to apply as soon as possible. Due to the expected volume of applications, only candidates who will be asked to interview will be contacted.

**Position Description**

The successful candidate will be an important part of the small FACT Coalition secretariat team and will gain experience with a dynamic coalition focused on reforms high on the priority list of the U.S. government. The Policy Intern will assist in maintaining the Coalition’s daily communications and operations needs. This will include overseeing FACT’s public facing image across social media channels and the website. The Policy Intern will help facilitate the internal coordination of the Coalition — organizing the Coalition’s various working group meetings, planning and organizing public events, recruiting support for joint sign-on letters to various Administration officials and Members of Congress, and following up with Coalition members on various commitments. The Policy Intern will also support the Coalition’s logistical needs. Beyond these day-to-day responsibilities, the Policy Intern will have the opportunity to collaborate with the rest of the FACT staff on policy advocacy initiatives and will take on a long-term policy and research project co-designed with the FACT team.

**Internship Outcomes**

- Work alongside our Government Affairs team in crafting briefing papers, talking points, and communications with Members of Congress, committees, and their staff.
- Draft a blog that recommends specific policy goals that can be implemented by Congress or the Administration.
- Research and write a background briefing paper for the coalition on an emerging issue.
- Aid in raising the profile of FACT’s policy goals through outreach to written media, where appropriate.
- Develop a front-row understanding of how the executive and legislative branches interact to shape U.S. policy.
- Build a network of policy contacts that will aid in your professional development during your time in D.C.

Qualifications

- Excellent spoken and written communication skills, with demonstrated experience in persuasive writing;
- Comfort collaborating with others in various team-based advocacy and writing projects, as well as working independently;
- Strong organizational and logistical skills;
- Proactiveness in communication and problem-solving;
- Demonstrated ability to learn and utilize information technology platforms (experience with Hootsuite, SalsaLabs, and WordPress preferred);
- Team player who can deliver in a fast-paced environment;
- Experience in organizing successful public events;
- Resourcefulness, and creativity, and intellectual curiosity;
- Some graphic design skills are a plus.

Priority will be given to applicants who can work at least 20 hours a week.