

AMERICAN SOCIETY FOR NUTRITION

Position Description

Position Title	Reports to (Position)	Division	Date
Policy Intern	Senior Director, Advocacy and Science Policy	Advocacy and Science Policy	02/01/18

PRIMARY FUNCTION

Provide special projects assistance to the Senior Director, Advocacy and Science Policy in support of ASN's advocacy and policy initiatives.

MAJOR DUTIES AND RESPONSIBILITIES

- Represent ASN at external meetings and conferences, including coalition meetings, as assigned.
- Meet with nutrition research and science stakeholders, including Capitol Hill staff and federal agency employees, as assigned.
- Assist with preparation of oral and written testimony, policy statements and commentary, and other internal and/or external communications. Communications pieces could include newsletters, blogs, advocacy materials, and presentations.
- Provide organizational and technical support of Committee on Advocacy and Science Policy and other ASN committees and/or work groups as needed. Assist with Committee on Advocacy and Science Policy special projects.
- Track existing and proposed legislation, policies and regulations that impact ASN and its members.
- Actively participate on internal and external multi-disciplinary teams to address advocacy and nutrition policy-related issues.
- Act professionally and independently; execute projects in a timely, efficient and high-quality manner.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

REPORTING RELATIONSHIPS

Supervision Received:		Position Titles of Direct Reports _____	No. in Position _____	Direct
<input type="checkbox"/> General Guidance	× Direct Supervision	<u>Reports</u>		
<input type="checkbox"/> Managerial Direction	<input type="checkbox"/> Immediate	No. Supervised by _0_		
Supervision				

PRINCIPAL WORKING RELATIONSHIPS

Internal: Position _____ Department _____
 Senior Director, Science Policy and Advocacy Advocacy and Science Policy

External: Position _____ Organization _____
 N/A

MINIMUM QUALIFICATIONS

<u>Education Level</u>	<u>Skills</u>	<u>Level</u>
Bachelor's Degree; Master's Degree; or higher level of education	Grammar	Proficient
	Written and Verbal Communication	Proficient
<u>Subject/Major</u>	Organizational	Proficient
Nutrition/dietetics or related field; public health; political science; public policy; food science; agricultural sciences	Interpersonal	Proficient
	Attention to Detail	Proficient
<u>Experience</u>	Multi-tasking	Proficient
Nutrition background preferred. Experience in the advocacy/government relations field strong plus, through previous internship or related experience. Ability to create and edit written materials necessary.	MS Office Suite	Proficient
	Ability to Meet Deadlines	Proficient
<u>Compensation</u>	Research	Proficient
Internships for credit, for hourly wages or for a combination of credit/pay are possible, depending on ASN budget and availability of external funding.		

COMPLETED BY: Name _____ Position _____ Date _____

APPROVED BY: Name _____ Position _____ Date _____