

National Association for Music Education (NAfME)

Public Policy Internship

Job Title: Public Policy Intern
Reports To: Public Policy Advisors & Director of Public Policy & Professional Development

Prepared By: Lau
Prepared Date: 4/12/2018
Location: Reston, VA – Washington, D.C. Metro Area

ABOUT THE ORGANIZATION

Since 1907, the **National Association for Music Education (NAfME)** has worked to ensure that every student has access to a well-balanced, comprehensive, and high-quality music education taught by certified educators.

NAfME is among the world's largest arts education organizations, representing more than 131,000 music educators, students, and advocates across all 50 states, as well as Europe and Asia. NAfME is the only association that addresses all aspects of music education with the mission of advancing music education by promoting the understanding and making of music by all, regardless of background or circumstance.

SUMMARY OF INTERNSHIP

As a 21st century advocacy organization, NAfME offers a comprehensive public policy internship program that provides rich learning opportunities and substantive professional experiences in the not-for-profit sector.

Public Policy Interns will assist in NAfME's mission to advance the understanding and making of music by all, through our three tenets of advocacy:

1. Serve as the national voice for music education by engaging in legislative and regulatory government relations;
2. Assist in coalition participation and facilitation, including at the state and federal level;
3. Engage in capacity building with our membership, local allies, and State-Federated Organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitoring and analyzing relevant activity in Congress, the U.S. Department of Education, and all other appropriate agencies.
- Participating in coalition activities, such as with the Committee for Education Funding (CEF) and Title IV-A Coalition, in support of the Association's public policy goals.
- Providing strategic analyses for the development of the Association's legislative and regulatory requests.
- Developing tools and materials to help state leaders support music-supportive state level implementation of the Every Student Succeeds Act.

- Assisting Public Policy Advisors in building, facilitating, and coordinating NAFME's Music Education Policy Roundtable and Advocacy Leadership Force.
 - The Roundtable is a collection of music education-related organizations and industry members who work with NAFME to support our federal policy agenda.
 - The Advocacy Leadership Force (ALF) is a working group of 44 identified state level advocacy leaders building relationships with and state level advocacy support for music education
- Broadcasting NAFME's public policy agenda through:
 - Creating NAFME advocacy materials
 - Creating content for social media, press releases, blog posts, and other communication outlets

QUALIFICATIONS & REQUIREMENTS

- Working toward completion of Bachelor's or graduate degree in Political Science, Public Policy, or related field
- Interest in government relations and understanding of the legislative and regulatory process.
- Acquaintance with policy and issues facing music education and education broadly.
- Ability to analyze policy and draft proposals
- Excellent interpersonal and written communication skills.
- Desire to create meaningful policy impact in support of music education, including willingness to design projects of mutual interest to the Association and the Public Policy Intern.

ADDITIONAL INFORMATION

- NAFME Public Policy Internship requires a minimum 20 hours per week
- NAFME Public Policy Internship will only accept applications from currently enrolled students of institutions of higher education.
- Stipend for transportation costs is determined on a case by case basis
- The NAFME Public Policy Internship is an unpaid opportunity and compensation will not be provided.
- NAFME is more than happy collaborate with institutions of higher education to tie our internship program for the receipt of academic credit towards degree completion.
 - Upon acceptance, interested applicants must provide an internship agreement from their college or university, along with any requirements that may be mandated for an intern to receive academic credit.

HOW TO APPLY

Interested applicants, please submit a **cover letter** and **resume** to our Public Policy Advisor, Ronny Lau, at RonnyL@nafme.org. Applicants are selected by a semester to semester basis.