

**Position Title:** *Policy & Advocacy Intern*

**Department:** Advocacy

**Reports To:** Laura Weidner

**Location:** Hybrid (DMV preferred)

**Hours:** up to 20 hours per week

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## **Position Summary:**

The Epilepsy Foundation is seeking a motivated and civic-minded *Policy & Advocacy Intern* to join the Advocacy and Government Relations team for the Summer 2025 internship cycle. This hybrid position offers a unique opportunity for students or recent graduates to engage directly with policy and legislative efforts that impact the epilepsy community.

The intern will support a variety of advocacy projects, from tracking key legislation to attending coalition meetings, while gaining real-world experience in public policy, grassroots engagement, and legal defense initiatives.

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## **Key Responsibilities:**

- Conduct research on policy and advocacy issues affecting the epilepsy community.
  - Track and analyze federal and state bills related to health, disability rights, and epilepsy-specific legislation.
  - Attend advocacy coalition meetings and legislative hearings; prepare summaries and notes.
  - Provide support for planning and implementation of the Foundation's annual advocacy conference and Capitol Hill Day, the Public Policy Institute.
  - Draft letters, policy statements, or other materials in support of the Foundation's advocacy efforts.
  - Provide support to the *Jeanne A. Carpenter Legal Defense Program*, including research on legal discrimination cases and advocacy strategies.
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## **Learning Outcomes:**

By the end of this internship, the intern will:

- Gain insight into government relations, public policy, and grassroots engagement within a nonprofit setting.

- Build knowledge of the unique policy challenges faced by the epilepsy community and how public policy can be a catalyst for change.
- Strengthen research, writing, and policy analysis skills.
- Improve networking and communication skills through participation in advocacy coalitions and professional meetings.
- Provide support for planning and implementation of the Foundation’s annual advocacy conference and Capitol Hill Day, the Public Policy Institute.

**Preferred Qualifications:**

- Current student or recent graduate in Political Science, Public Policy, Law, Public Health, Disability Studies, or a related field.
- Strong writing and analytical skills.
- Interest in legislative processes, disability rights, or public interest law.
- Ability to work independently in both remote and in-person settings.

## Learning Agreement Guidelines

*To be completed by Student and Supervisor*

The Learning Agreement provides practical guidance for the student, the agency-based supervisor, and the internship/fieldwork instructor.

Internship activities are specified in the table and matched with the skills practiced while performing the specified tasks. The skills can be specific to the content of the activity and/or the student’s personal goals.

**Student Information**

Student Name	
Term and Year	
Student Phone	
Instructor Name	
Instructor Email	

## Agency Information

Agency Name	Epilepsy Foundation
Agency Address	3540 Crain Highway, Suite 675, Bowie, MD 20716
Supervisor Name/Title	
Supervisor Phone	
Supervisor Email	