

## Intern, Government Affairs

<b>Location:</b>	<<Washington, DC or virtual >>
<b>Global Level:</b>	<<xxx; To Be Completed by <b>HR Central Liaison</b> >>
<b>Job Code:</b>	<<xxx; To Be Completed by <b>HR Central Liaison</b> >>
<b>Reports To:</b>	<<Katie Jones, Senior Director, Federal Affairs >>
<b>Date:</b>	<<June 6, 2022 –August 26, 2022>>

### This is what you will do:

[Definition: **Position Summary:**]

- The Government Affairs Intern will support advancement of Alexion's government relations objectives and activities. This individual will work within the US Government Affairs and Policy team with a focus on legislative research, monitoring, and communications and creation of materials for internal and external audiences.

### You will be responsible for:

[Definition: **Job Duties and Responsibilities:**]

- Monitor legislative environment, with an emphasis on health care policy, and conduct research in support of government relations goals and activities
- Create and maintain communications materials for internal and external audiences
- Provide comprehensive summaries of legislative activities and stakeholder meetings and/or events
- Participate in the execution of federal government relations strategy and activities
- Coordinate within the US Government Affairs and Policy team and with other departments to help ensure efficient communications of government relations information
- Meet established deadlines
- Demonstrate behavior consistent with the highest of ethical standards and professionalism
- Maintain confidentiality when dealing with sensitive information and situations

### You will need to have:

[Definition: **Essential Qualifications.** The minimum skills and requirements needed for the position]

- Undergraduate or graduate student with at least one year of university studies prior to internship

- Applicants must be enrolled in a U.S. accredited university for the semester before and immediately following the internship
  - A major in Government, Political Science, Policy, Civics, Healthcare, Communication or Legal is preferred
  - Must be available full-time during the Summer months, from the period of June 6, 2022 – August 26, 2022
  - Excellent verbal and written communication skills with attention to detail
  - Self-motivated, detail oriented and growth driven
  - Competent analytical and organizational skills
  - Pro-active and independent thinking in solution of problems
  - A collaborative team player
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- The duties of this role are generally conducted in an office environment. As is typical of an office-based role, employees must be able, with or without an accommodation to: use a computer; engage in communications via phone, video, and electronic messaging; engage in problem solving and non-linear thought, analysis, and dialogue; collaborate with others; maintain general availability during standard business hours

## We would prefer for you to have:

[Definition: **Preferred Qualifications.** The “nice to have” skills and requirements for the position]

- Proficiency in MS Office (mainly in Excel and PowerPoint) is preferred