YMCA AT VIRGINIA TECH

Public Affairs Legislative Intern

FEDERAL WORKSTUDY ELIGIBLE STUDENTS ONLY

Overview:

Title:	**Public Affairs Legislative Intern**
Hours per week:	**10 hours**, on average
Rate of pay:	**$20.00 per hour**
Time period:	2025/26 academic year
Schedule	Flexible; some evenings and weekends may be required
Positions:	1 position available
Synopsis:	Engage local, state, and federal legislators from across the political spectrum on behalf of the YMCA at VT to enhance the Y's position and presence among decision makers.

Job Description

Summary

The Y at VT offers meaningful paid internship positions that provide students with hands-on experience, applying concepts learned through coursework to real-world situations. **NOTE: this is a nonpartisan role** that does NOT support a specific party or candidate, nor does it conduct work that may influence election outcomes.

Reporting jointly to the CEO and the Director of Community Engagement, the public affairs interns will engage local, state, and federal legislators from across the political spectrum on behalf of the Y to enhance the Y's position and presence among decisionmakers. Interns will work on strategic communication and play a hands-on role in executing outreach campaigns and report releases targeted at opinion elites, legislators and the media.

Responsibilities:

- Legislative contacts and priority areas
  - Develop a list of key legislators at the local, state, and federal level (including pertinent legislative aids and staffers)
  - Research and compile legislators' interest and priority areas
  - Maintain reports on Legislators' activities and engagements
- Public Relations and Communications
  - Develop strategic communications on behalf of the Y
  - Create key messages and/or calls to action
  - Craft compelling stories that showcase the Y's positive impact
- Engagement opportunities
  - Invite Legislators to on-site visits of the Y and its programs
  - Assist in organizing such events, including managing logistics
  - Request in-office visits during Y-aligned Advocacy Days and etc.

Experience and Qualifications:

- Desire to engage with and influence key decision makers for outcomes favorable to the YMCA at Virginia Tech
- Very strong interpersonal skills; able to interact tactfully and thoughtfully
- Ability to complete assignments on time and work within tight deadlines
- Demonstrated commitment to working collaboratively with colleagues and other community organizations
- Comfort with on-line tools and resources
- Attention to detail
- Proficiency with Microsoft Office Professional Suite
- Excellent oral and written communication skills

At the YMCA at Virginia Tech, strengthening community is our cause. Since 1873 we've worked side-by-side with our neighbors, volunteers and partners to build community in the New River Valley through leadership, learning, and service; providing opportunities for individuals and families to learn, grow, and thrive. We strive to build community by:

- Nurturing the potential of children and young adults through academic enrichment, after-school, and leadership development programs
- Improving the health of well-being of individuals and families within the New River Valley through continuing education, food security, and wellness programs
- Leading by example as a socially responsible organization offering community recycling programs, promoting a sustainable food system, providing meaningful volunteer opportunities, and serving as a philanthropic partner for mission advancement.

Join us in creating lasting personal and social change throughout the New River Valley as a member of our staff team. To learn more about the YMCA at Virginia Tech, our programs and services please visit www.vtymca.org.

TO APPLY:

Review of applicants will begin immediately. Please send cover letter and resume to ryan.martin@vtymca.org; include "Public Affairs Legislative Intern" in subject line. Feel free to call (540) 961-9622 with questions.