



T E X A S
Alliance for Life
Changing Hearts, Saving Lives

PUBLIC POLICY INTERNSHIP

Internship Description

Posted March 23, 2010

Texas Alliance for Life (TAL) is a statewide, nonpartisan, nonprofit organization based in Austin. TAL is committed to protecting innocent human life from conception through natural death using peaceful, legal means. Applicant must passionately share these views.

Job Title: Public Policy Staff Assistant
Hours: 10–20 hours per week
Flexible hours
Availability: Ongoing, all year
Salary: Volunteer
Course Credit: Yes
Location: 2026 Guadalupe St., Austin, TX 78705
Contact: Please email resume to Marie Dahlmann
at marie@texasallianceforlife.org
or mail to: Texas Alliance for Life, 2026 Guadalupe St., Austin, TX 78705

Essential Job Functions:

- ◆ Research media coverage of legislative issues
- ◆ Empower lobbyists with relevant information on issues
- ◆ File news clips
- ◆ Prepare print materials for legislative information packets
- ◆ Answer phone
- ◆ Assist with maintaining Legislative “Scorecard” and spreadsheet database
- ◆ Participate in Capitol visits

Skills (Proficiency / Ability to Learn):

- ◆ MS Word and Excel
- ◆ Adobe Acrobat
- ◆ Internet research
- ◆ Good people skills
- ◆ Strong language skills (write/edit/proof) copy for op-eds, news releases, and lobby packet contents
- ◆ Spanish language is a plus