Job Opening: Education Policy Intern – Fall Internship (Hybrid)

AAP is seeking an education intern to provide support to AAP senior staff in the organization’s priority areas of policy, administration, and programs. The intern will assist on projects across various subject matter areas, provide research and staffing support to the education policy team on multiple issues including K12, higher education and digital/online learning. The intern will also monitor key legislative activity, attend hearings and report findings and assist with any programmatic efforts.

The intern will report to the Senior Vice President, Education Policy and Programs. This is a hybrid position where the intern will work both remotely and in the office at a maximum of 24 hours per week beginning mid-September through mid-December.

Candidates who have a demonstrated interest in education policy, education, digital markets, and/or learning solutions will be strongly considered.

Education & Experience Requirements

- Bachelor’s Degree or higher in the field of education or education policy.
- Highly proficient in Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint); experience with SharePoint, Adobe Acrobat preferred.

Skill Requirements

- Strong writing skills; able to clearly communicate with various audiences effectively and appropriately.
- Clear oral communication skills; able to accurately convey information to supervisors, association members, and external stakeholders.
- Superior interpersonal skills; able to work well with others, and interact with senior representatives of AAP member houses, government officials and public.
- Self-directed, organized, detail oriented, and possess an excellent work ethic.
- Superior critical thinking and problem-solving skills; capable of executing responsibilities with confidence and sound judgement.
- Excellent time-management and organizational skills; ability to balance multiple tasks, anticipate needs, determine priorities, and meet deadlines.
- Ability to efficiently conduct research, gather data on various subject-matter areas, synthesize and report on research findings.
- Ability to draft and edit detailed reports and advocacy materials such as talking points, issue briefers, and background materials.
- Ability to assist with planning and managing programs.
- Ability to adapt as needs of the organization evolve.

About AAP
AAP represents the leading book, journal, and education publishers in the United States on matters of law and policy, including large, small, commercial, and not-for-profit houses. Our principal mission is to advocate for outcomes that incentivize and protect the publication of creative expression, professional content, and learning solutions in the modern world. More information is available at www.publishers.org.
Applications
Expressions of interest will be accepted until the position is filled and may be sent confidentially to HR@publishers.org. Please put “Education Policy Intern” in the subject line of all communications.

AAP values the array of talents and perspectives that a diverse workforce brings. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. We offer a competitive and comprehensive compensation and benefits package, including generous vacation; medical, dental, and vision insurance; a matching retirement plan; and telework program.

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