



POSITION: Congressional and Legislative Affairs Intern
ORGANIZATION: U.S. Interagency Council on Homelessness (Federal Government Agency)
START DATE/DURATION: Part-time position beginning in January 2022

DESCRIPTION OF RESPONSIBILITIES

The United States Interagency Council on Homelessness (“USICH”) leads and coordinates the federal response to prevent and end homelessness in America. We drive action among our 19 federal member agencies and foster the efficient use of resources in support of best practices at every level of government and with the private sector.

Across these departments USICH creates the Federal Strategic Plan to Prevent and End Homelessness and helps communities implement this plan. USICH ensures guidance, funding, and expertise systematically flow between the highest levels of the federal government to local leaders. In addition, USICH leads interagency working groups to design and implement federal strategies and provides expert guidance that empowers communities to end homelessness. USICH is comprised of 19 federal agencies and entities, and currently chaired by Department of Housing and Urban Development Secretary Marcia Fudge.

The Office of Legislative Affairs is seeking a law school student or graduate student to support its work in preventing and ending homelessness. The incumbent will report directly to the Chief of Staff of Staff. Varied assignments may include, but not be limited to:

- Respond to inquiries and assignments from members of the Office of Legislative Affairs and provide legal information and support to the agency.
- Interpret and provide legal information concerning the following: HEARTH Act of 2009, as amended, annual appropriations act; Executive Orders other applicable legislation
- Assist the Office of the Executive Director and Office of Legislative Affairs in engaging with congressional offices and developing partnerships.
- Assist with responding to Congressional, Government Accountability Office, Office of Management and Budget, White House, and public inquiries regarding USICH programming and policies.
- Assist with implementation of Executive Orders
- Conduct legal research and provide guidance on legislative matters.
- Track and analyze appropriations, authorizing and other legislative developments. Update staff on implications of the work.
- Draft and write memoranda to support the work of USICH.
- Conduct legal research to support the work of USICH.
- Other duties as assigned.

The congressional and legislative affairs intern will also perform a variety of administrative duties to support USICH, which may include document preparation, responding to general questions related to work assignments, note taking, research, drafting correspondence, and work to support key initiatives. Work may involve contact with top personnel at Council member and other government agencies, congressional staff, and the housing and homelessness sector.

EXPERIENCE AND QUALIFICATIONS

Applicants must be self-starters who are flexible, able to balance multiple competing tasks, work well under tight deadlines, and have excellent organizational skills. Additionally, applicants must have the ability to think critically, write succinctly, manage multiple deadlines, and work both independently and in a team environment. Position requires knowledge of Microsoft Office products and professional English writing and grammar conventions. The ideal applicants will have the following skills:

- Law students or graduates with a strong academic record and excellent legal research and writing skills.
- Ability to grasp issues quickly, conduct thorough and accurate research, and write clearly, concisely, and persuasively.
- Excellent communication skills, both verbal and writing.
- Strong attention to detail, excellent organizing and time-management skills.
- Proficiency in Microsoft Office Suite.
- The initiative to see projects through to completion.
- Passion for social justice and public service lawyering.
- Experience with legislative advocacy through clinics, non-profits, government, and/or litigation is a plus.

HOW TO APPLY

If interested, please send application materials, including a cover letter which includes your availability and resume, to jobs@usich.gov. Position open until filled.

USICH is an Equal Employment Opportunity employer. This position requires a background check. This is a federal government, excepted service (Schedule A) position, open to all candidates with or without prior federal government experience.