

Job Announcement



Policy/Conference Intern Part-time/Full-time Summer Internships

Responsibilities and Duties

ADvancing States represents the nation's 56 state and territorial agencies on aging and disabilities, advocating for state leadership, system innovation, and national policies that strengthen home and community-based services (HCBS), long-term services and supports (LTSS), and programs for older adults, individuals with disabilities, and caregivers.

We are seeking an undergraduate (rising junior or senior) or graduate student with a strong interest in aging and disability policy to support state and federal policy analysis, research, and communications. The intern will also assist with the 2025 HCBS Conference, the largest national gathering of state policymakers leading home and community-based services programs in all 56 states and territories.

Key responsibilities include:

- Conducting policy research and analysis on aging, disability, and HCBS programs at the state and federal levels
- Tracking and summarizing federal legislation and regulatory changes affecting LTSS and HCBS
- Drafting policy briefs, reports, and communications for policymakers and stakeholders
- Assisting with project management and policy initiatives that support state agencies and national policy efforts
- Attending and summarizing webinars, federal meetings, and stakeholder calls relevant to aging and disability policy
- Supporting the planning and development of the 2025 HCBS Conference, ensuring it meets the needs of state leaders shaping HCBS programs nationwide
- Performing administrative and communications tasks, including answering phones, recording and posting webinars, and updating social media

Basic Qualifications

- Currently enrolled undergraduate (rising junior or senior) or graduate student in public policy, gerontology, public health, disability studies, or a related field
- Strong verbal and written communication skills
- Excellent research and analytical skills with attention to detail
- Familiarity with aging and disability policy issues at the state and/or federal level is a plus
- Ability to multi-task, prioritize, and work independently in a fast-paced environment
- Comfortable with technology, including virtual collaboration tools, social media, and webinar platforms

Salary and benefits:

\$20/hour, unless the intern is receiving financial compensation for the internship as part of their degree program

To apply, please send a resume and cover letter to hr@advancingstates.org. Advancing States is committed to providing equal opportunities for all applicants for employment. Individuals with disabilities are strongly encouraged to apply. We are an Equal Opportunities Employer.