

**Position Title:** Government Relations Intern  
**Reports to:** Vice President, Public Policy and Industry Relations, and Government Relations Representative  
**Location:** Arlington, VA  
**Date Prepared:**

### **Summary Description**

Help strengthen the voice of professional HVACR contractors on Capitol Hill. We're looking for a full-time, unpaid Government Affairs Intern. The ideal candidate is a student or young professional seeking educational credit. They will have a demonstrated interest in government affairs and or communications, and are capable of proactively researching political relationships, drafting informational materials on small business issues, and communicating directly with coalition partners, and federal officials.

You'll find that interning for ACCA will provide you invaluable experience through the opportunities to interact with all aspects of ACCA's work. You will be in the room at key meetings and events, and gain valuable association and Capitol Hill experience.

### **About ACCA**

The Air Conditioning Contractors of America (ACCA) is a non-profit national association whose membership includes more than 60,000 professionals and 4,000 businesses in the indoor environment and energy services community. Our roots stretch back to the early part of the 20th century, and the organization was incorporated in its present form over 40 years ago.

We are the industry's voice advancing the HVACR contracting industry and promoting professional contracting, energy efficiency, and healthy, comfortable indoor environments.

The HVACR industry employs over two million heating, ventilation, air conditioning and refrigeration professionals, including contractors, distributors, engineers, and manufacturers, and is responsible for manufacturing, distributing, and installing the products that consume nearly half of the energy produced in the United States.

### **Specific responsibilities may include:**

- Research and drafting of policy & regulatory fact-sheets, web and social media content, and other communications for a variety of internal and external audiences
- Recruiting congressional co-sponsors, through direct outreach as well as engagement of ACCA Members
- Scheduling, preparing packets for, and attending meetings with public officials
- Developing and expanding the ACCA's Political Action Committee (PAC)

### **Qualifications:**

- Demonstrated interest in public policy. Previous involvement in grassroots campaigns and or Capitol Hill experiences a plus.

- Familiarity with HVACR and contracting industry highly desirable.
- Strong oral and written communications skills, ability to communicate effectively with both the ACCA members and public decision-makers.
- Detailed record keeping and follow-through will be essential.
- Experience with Microsoft Office applications is essential.
- Must be able to work constructively with a broad range of political perspectives.

**Contact:**

Send resume and brief cover letter detailing your qualifications and availability to [alyx.simon@acca.org](mailto:alyx.simon@acca.org) with the **subject line** of Government Relations Intern and your last name.

**Program schedule:**

ACCA runs a year-round Government Affairs internship program. If you are unable to join us for the sessions below, we welcome you proposing another period:

- Spring internship will run from January to May.
- Summer internship will run from June to August.
- Fall internship will run from September to December.

*ACCA is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.*