



National Small Business Association Government Affairs Intern Position – Summer 2025

The National Small Business Association (NSBA) is looking for an intern to provide assistance from June to the end of August, with a possible extension through the fall based on performance and scheduling. This position will involve a myriad of projects necessitating collaborative work across three departments—government affairs, membership, and communications—and will report directly to the Manager of Government Affairs. NSBA offers a relatively flexible work schedule including hybrid remote-work options.

Hours:

20-30 hours per week, flexible.

Compensation:

Beginning at \$20/hour, commensurate with experience.

Candidate Requirements:

- A current undergraduate or graduate student with interests in government affairs, public policy, communications or related fields.
- Excellent writing and editing skills.
- Excellent research skills.
- Experience with project management and leadership.
- Ability to time manage, ideate, and work both individually and as part of the team.

Position Responsibilities:

- Writing and updating policy briefs on a variety of topics ranging from health care to data privacy to tax reform;
- Assisting with any required testimony and/or regulatory comments;
- Corresponding as needed with Capitol Hill staff and Member Offices;
- Assistance in analyzing NSBA survey data and developing survey reports;
- Assisting in event planning and hosting to include:
 - Coordinating meetings;
 - Scheduling speakers;
 - Developing marketing content; and
 - Developing and assisting with event-related content, including one pagers, slides, and videos.
- Researching and writing topical news articles on small-business issues;
- Conducting interviews and writing member profiles;
- Developing content and posts for various social media accounts; and
- Additional projects as identified.

To Apply:

Please send a resume and brief writing sample to: jfurth@nsbaadvocate.org.

About NSBA

Founded in 1937, The National Small Business Association (NSBA) is the nation's oldest small-business advocacy organization. With a network of 65,000+ members in every state and every industry across the country – including numerous state affiliates – NSBA operates on a bipartisan basis to represent the interests of all American small businesses. More information about NSBA and its small-business priorities is available at: www.nsbaadvocate.org.

