



## Attorney General Josh Shapiro *Internship information*

**Office:** Policy and Planning

**Office Description:** The Office of Policy and Planning advises the Attorney General and other senior officials in OAG on matters of internal and external policy, conducts research, and helps plan the future of the Office. Interns will deal with a dynamic range of tasks, the subject matter of which will be highly dependent on current developments in public policy, both in Pennsylvania and nationwide.

**Contact Email Address:** [aeichelberger@attorneygeneral.gov](mailto:aeichelberger@attorneygeneral.gov)

**Contact Phone Number:** (717) 857-2106

**Locations:** Philadelphia or Harrisburg Regional Offices

**Hours per week:** Minimum of 5 hours

**Intern Roles/Responsibilities:**

- Work closely with the Director and Deputy Director of Policy and Planning;
- Conduct policy research and draft memoranda;
- Compile and maintain data, statistics, and accompanying resources;
- Conduct outreach and communicate with topic experts, government officials, and others;
- Perform other tasks as required.

**Qualifications:**

- Must be currently enrolled in and in good standing with a college or university. Significant preference will be given to students enrolled in graduate programs focused on public policy.
- Those with an interest in remaining in Pennsylvania long-term are preferred, but not required;
- Prior government experience is preferred, but not required;
- Must be proficient in MS Office suite, particularly Word and Excel;
- Strong research and written communication skills are required.

**Application Requirements:**

- Apply using our online application: <https://www.attorneygeneral.gov/the-office/employment/>
- Attach a resume, cover letter, and transcripts from all colleges attended. Writing sample optional.
- If selected, applicants will be required to submit to a thorough records check.