



# National Association of Bond Lawyers

## GOVERNMENTAL AFFAIRS SUMMER INTERNSHIP PROGRAM

### POSITION PROFILE

NABL exists to promote the integrity of the municipal market by advancing the understanding of and compliance with the law affecting public finance. The Governmental Affairs office located in Washington, D.C., focuses on the regulatory and legislative policy affecting municipal bond law. The internship will provide an opportunity to interact with government officials and legal practitioners from across the country.

The NABL Governmental Affairs Summer Internship Program is supported by the NABL Diversity Initiative. All qualified applicants, especially minority candidates, are encouraged to apply.

To apply, please send a cover letter, resume, and two writing samples no more than 30 pages in length to [internship@nabl.org](mailto:internship@nabl.org) by **Friday, May 14, 2009**.

#### **TITLE:**

National Association of Bond Lawyers Governmental Affairs Summer Associate

#### **REPORTING RELATIONSHIP:**

Reports to Director of Governmental Affairs

#### **PROGRAM LENGTH:**

Flexible; however, intern must commit to a minimum of 37.5 hours per week for a three-month period.

#### **STIPEND:**

\$4,000 stipend and scholarship to attend various NABL events.

#### **ORGANIZATIONAL OVERVIEW:**

The National Association of Bond Lawyers (NABL) is a professional association with approximately 3,000 members and an annual budget of approximately two million dollars. NABL sponsors at least three 2-3 day educational programs annually, with approximately 1700 total attendees. NABL also holds teleconference seminars and publishes a quarterly newsletter, seminar books and other materials. Governed by a 12-member Board of Directors, including a 5-person Executive Committee, NABL employs two executive staff: an Executive Director in NABL's National Office in Chicago, Illinois, and a Director of Governmental Affairs, in NABL's Governmental Affairs Office in Washington, DC. Both executive staff report directly to the Board of Directors.

## **GENERAL DUTIES AND RESPONSIBILITIES:**

- As instructed by the Director of Governmental Affairs (DGA), identify governmental initiatives and monitor developments of interest to NABL members;
- Monitor and research through online and print resources matters of federal policy, legislation, and agency actions pertaining to the professional interests of the membership;
- Obtain and analyze reports on legislative or regulatory initiatives being pursued by Congress or the Executive Branch that are relevant to public finance;
- As directed by the DGA, research and aid in development and filing of NABL responses to requests for assistance from Congressional and Executive Branch staffs by assisting in technical writing and editing on committee papers;
- Manage record retention process for the Governmental Affairs Office by updating files, databases, records, and/or other documents, such as pending legislation updates, press release distribution lists, affiliated organization contact lists, government official contact lists and the Governmental Affairs Office policies and procedures manual;
- Assist with day-to-day operations of the office, including legal research related to tax-exempt financing, attending meetings with government officials, maintaining the in-house library, posting documents to the NABL web site, and answering phones;
- Assist the DGA by communicating with Committee chairs to obtain accurate information regarding Committee rosters and activities;
- Assist Board members, officers, and committees involved in researching, drafting, or revising NABL policy statements, comments, letters, and testimony;
- Research, prepare, and develop content for *The Bond Lawyer*® on Washington DC-related matters, the Board of Directors reports, web site content, and other affiliated associations' publications featuring NABL news; and
- Carry out such other general responsibilities as may be assigned by the DGA.

## **POSITION QUALIFICATIONS:**

- Enrolled in law school;
- Self starter who is also a “team player” with a high regard for honesty, integrity, and professional ethics;
- Excellent organization, time management, coordination skills and judgment;
- Strong interpersonal skills;
- Ability to communicate effectively, both orally and in writing;
- Strong personal computer and data processing skills, Microsoft Office Suite applications in particular;
- Proven attention to detail;
- Basic knowledge of the structure of government; and
- Ability to work effectively in member-driven association.