

Government Affairs Intern

Sustainable Strategies DC – Washington, DC

Sustainable Strategies DC is a small strategic consulting, grant writing, and government affairs firm representing local governments and non-profit organizations across the country. We help communities obtain resources for infrastructure, economic development, resilience, parks and recreation, arts and culture, public safety, economic mobility, and other projects. Our work involves helping communities develop projects, identify funding opportunities, prepare competitive grant applications, and advocate for their priorities with federal policymakers. Our headquarters is in Washington, DC, and our Western Office is based in Denver, CO.

Our team enjoys a fast-paced, varied, and high-profile work environment with exposure to federal, state, and local government officials and community leaders. Interns will contribute to meaningful client projects from day one, gaining hands-on experience in federal policy, grant writing, and government affairs while working within a collaborative and supportive team.

The Opportunity

Sustainable Strategies DC seeks a paid, part-time Government Affairs & Grants Intern for the Spring 2027 semester. The intern will support the firm's federal advocacy, grant writing, and research activities, working alongside staff to advance community priorities across the country.

The position will provide an opportunity to learn how federal policy and funding decisions affect communities at the local level. Interns will gain experience researching federal programs, tracking congressional activity, supporting grant applications, and helping local governments advocate for their priorities in Washington.

The internship will run from January through May 2027, with an anticipated commitment of up to 24 hours per week. S2 operates on a hybrid schedule, with staff generally working in the DC office Tuesday through Thursday. Scheduling flexibility will be available to accommodate academic commitments and internship program requirements.

This position will provide support for client projects, federal advocacy, and internal initiatives, including:

- Researching federal, state, and philanthropic funding opportunities to help local government and nonprofit clients identify resources for community projects.
- Supporting the development of grant applications, including researching community needs, gathering supporting data, preparing application materials, and assisting with submissions.
- Supporting federal appropriations activities, including tracking congressional deadlines and guidance, researching funding accounts, and maintaining internal tracking systems for client requests.
- Monitoring and analyzing congressional activity, federal legislation, agency policy, and other developments affecting local governments, including preparing short research memos and

legislative updates.

- Supporting federal advocacy activities, including researching congressional offices, preparing briefing materials, and assisting with the coordination of client visits to Washington, DC.
- Assisting with business development, client communications, and internal research and data management projects.

Qualifications and skills include:

- Current upper-level undergraduate or graduate student, or recent graduate, studying public policy, public administration, political science, economics, urban planning, or related field.
- Strong research, writing, analytical, and verbal communication skills. Candidate writing samples must demonstrate excellent writing ability.
- Professional interest in community development, public policy, transportation infrastructure, environmental sustainability, resilience, or other relevant issues.
- Ability to handle multiple tasks simultaneously and maintain a system of tracking, monitoring, and prioritizing tasks and projects.
- Ability to work independently, ask thoughtful questions, and collaborate with a small team.
- Excellent time management skills and an ability to meet deadlines in a fast-paced environment.
- Proficiency with Microsoft Office, particularly Word and Excel, and willingness to learn new research and project management tools.
- Sound judgment in using AI and other research tools to improve efficiency while independently verifying information and maintaining responsibility for work products.

Bonus qualifications include:

- Previous internship, coursework, or experience related to government affairs, public policy, grant writing, or research.
- Familiarity with Congress, federal appropriations, or federal grant programs.
- Experience with data analysis, legislative tracking, or policy research.

Compensation & Benefits

- \$20–\$24 per hour, depending on qualifications and experience.
- Schedule: Up to 24 hours per week from January through May 2027. S2 will offer scheduling flexibility to accommodate academic commitments and internship program requirements, including students seeking academic credit.

The intern will receive direct mentorship from S2 staff, feedback on research and writing assignments, and opportunities to participate in selected meetings and professional development activities. The position will offer exposure to career paths in government affairs, grant writing, and local government consulting.

Application requirements:

- Cover letter (one page maximum) describing the candidate's interest in S2's work and relevant skills and experience. Candidates should also briefly discuss their approach to using AI tools in research and writing, including how they ensure accuracy and maintain responsibility for their

final work.

- Resume including college GPA
- Two to three relevant writing samples of 2-5 pages in length; can include excerpts from longer pieces of writing. Please note in your cover letter whether and how you used AI in any writing samples, and if so, be prepared to discuss your process for using it effectively.
- Candidates selected to advance in the process will participate in interviews and be asked to provide professional references.
- **To Apply:** Please email a cover letter, resume, and writing samples to Morgan Harron at Morgan.Harron@strategiesdc.com by **November 11, 2026**, to be considered for an interview.

Equal Opportunity Employment: Sustainable Strategies DC is a proud equal opportunity employer. In recruiting for our team, we seek diversity in thought, culture, ethnicity, race, gender identity, sexual orientation, disability, religion, social background, national origin, and self-expression. We are committed to fostering an inclusive environment for all employees.