

Policy and Communications Intern

Timeline: Fall 2021 and/or Spring 2022

Position Location: Washington, DC

Who is the Pet Food Institute?

Established in 1958, PFI is the trade association and the voice of U.S. cat and dog food and treat manufacturers. Our members account for the vast majority of dog and cat food and treats made in the United States, and feed the vast majority of the 180 million pets in U.S. households. Our members operate under regulations issued by the U.S. Food and Drug Administration and enforced by both federal and state officials. This means dog and cat owners throughout the United States and around the world benefit from science-based regulation that provides the safest animal food supply available in the world. To learn more about PFI visit <https://www.petfoodinstitute.org/>.

Responsibilities:

- Monitor relevant legislative, regulatory, and political issues impacting pet food makers and provide an analysis of these events
- Conduct research and draft briefs on various legislative issues of importance to PFI
- Provide support on engagement and outreach efforts with stakeholders, elected officials, etc.
- Write articles covering various issues for PFI's newsletters
- Interact with pet food makers and assist in preparation for PFI committee meetings
- Attend hearings, markups, briefings, and other meetings as needed
- Assist with office projects and duties as assigned

Qualifications:

- Excellent written and oral communication skills as well as customer service
- Independent and proactive learner and worker
- Strong attention to detail, organizational skills, and time/task management
- Proficient at Microsoft suite (Outlook, Word, Excel, etc.)
- Must be a junior in standing
- Experience with agriculture is a plus, but not required

How to apply?

Submit a resume, writing sample, and references to Nat Davies at nat@petfoodinstitute.org. Please reference "PFI Internship" in the subject line. Applications for Fall 2021 will be collected until **Wednesday, September 15, 2021**. However, if interested in future internships, please share resumes at any time.