

## Paul Marchand Internship in Disability Public Policy

The Arc is the nation's leading advocacy organization for people with intellectual and developmental disabilities (I/DD) and their families. The Arc's national public policy office works to advance the interests of people with I/DD and their families on the federal level through our legislative, regulatory, and legal advocacy. Our more than 700 state and local chapters provide a voice at the local and state legislative levels for people with I/DD and their families.

For 38 years, Paul Marchand was a dedicated disability policy advocate and recognized leader working on behalf of people with I/DD and the entire disability community. Upon his retirement in 2011, The Arc, with substantial contributions from United Cerebral Palsy and other organizations and individuals with whom Paul worked during his decades in Washington, established an internship to honor Paul and to continue to cultivate policy advocates for people with I/DD.

### Description

The Paul Marchand Internship Fund will provide \$3,000 per semester or summer session which can assist interns pursuing careers in public policy advocacy for people with intellectual and developmental disabilities. Students who seek an internship for college or graduate school credit may be able to use the funds to offset travel or other cost-of-living expenses. Students pursuing degrees in public policy, law, disability studies, social work or public administration would be good candidates for this internship. People with disabilities, or people with family members with disabilities, are encouraged to apply.

### Desired Qualifications

- ❖ understanding of challenges and circumstances of individuals with I/DD such as employment, housing and education
- ❖ familiarity with political players and processes of American government desired
- ❖ knowledge of government programs, such as Social Security, Medicare, Medicaid
- ❖ strong writing skills
- ❖ proficiency in Microsoft Word
- ❖ undergraduate or graduate student, recent post graduate, self-advocate, or state/local executive or advocate

### Internship Responsibilities

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| <ul style="list-style-type: none"> <li>❖ research existing law and monitor pending legislation</li> <li>❖ engage in policy discussions regarding issues affecting people with disabilities</li> <li>❖ attend hearings, briefings, training events, and coalition meetings</li> <li>❖ assist with writing for departmental publications of The Arc</li> </ul> | <ul style="list-style-type: none"> <li>❖ help with arrangements for constituent visits and lobbying appointments</li> <li>❖ follow current events pertaining to people with disabilities</li> <li>❖ complete special projects as determined by policy staff</li> <li>❖ complete a written report at the end of the internship</li> </ul> |
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## Details

- ❖ Through the Paul Marchand Internship Fund, interns will receive a stipend.
- ❖ For students receiving credit from schools which do not allow students to receive payment, The Arc will work with the student and the school to determine whether an equivalent stipend can be provided for transportation and other work-related expenses.
- ❖ The Paul Marchand Internship is also available to pay matching share for students with work study grant who are seeking an off-campus placement.
- ❖ Internships will generally be for the duration of one academic semester or summer term. However, arrangements can be made to extend internships for up to one calendar year.
- ❖ Internships will be located at The Arc's public policy office in Washington, D.C. As an alternative, an intern candidate may propose to complete the internship at another disability organization ("host" organization) which is a member of the [Consortium for Citizens with Disabilities](#) and located in the Washington Metro area. Examples include United Cerebral Palsy and Easter Seals. The host organization must commit to pay the Paul Marchand Internship Fund an amount equal to one-third of the internship.

## Application Process

Applicants should send a resume, cover letter, and reference list of contacts including employers, professors, and mentors. The cover letter should be no more than 2 pages and address why the applicant wants this internship, the knowledge and skills he/she brings to the organization, and where the applicant wants to intern. If the applicant desires to intern with another host organization, the application should also include a letter from the host organization stating willingness to engage the intern and contribute one-third of the internship to the fund.

### Applications are due:

March 8<sup>th</sup> for the summer term  
May 15<sup>th</sup> for the fall term

### Applications can be mailed to:

Public Policy Office  
The Arc of the United States  
1825 K Street NW, Suite 1200  
Washington DC 20006

OR e-mailed to [Acosta@thearc.org](mailto:Acosta@thearc.org)

### Selection Process

Public Policy staff will make the selection on the basis of the submitted materials and phone interviews.

**For More Information:** See [Frequently Asked Questions \(FAQ\) document](#) or contact Annie Acosta, [Acosta@thearc.org](mailto:Acosta@thearc.org).