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Olmstead Policy & Communications Intern

Job #9799455 • Created 3/25/2025 by Sophonie Pierre-Michel • Closes 4/10/2025

[ner&utm_campaign=7011Q000001PN6XQAW&utm_term=enterprise_features&utm_content=paid_feature_discovery\)](#) ...[Overview \(/emp/jobs/9799455\)](#)[Schools \(/emp/jobs/9799455/schools\)](#)[Matches \(/emp/jobs/9799455/matches\)](#)[Applicants \(C](#)

Basic information

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Job description

The Albany office of New York State Governor Kathy Hochul is seeking an energetic Intern during the Summer 2025 semester, to assist in researching disability services across the country, emphasizing the Olmstead Plan goals and objectives. The *Olmstead Policy & Communications Intern* will provide critical support in managing the Olmstead Plan development process, stakeholder engagement, and public-facing communications. This internship offers an opportunity to gain firsthand experience in disability policy, government operations, and cross-agency collaboration. The intern will work closely with the Olmstead Director to ensure smooth communication and efficient management of key initiatives.

Roles & Responsibilities

1. Email & Inbox Management

- Monitor and manage the general Olmstead inbox, ensuring timely responses to inquiries.
- Draft professional correspondence for internal and external stakeholders.
- Maintain an organized email filing system to track key communications and commitments.

2. Stakeholder Engagement & Public Communications

- Assist in coordinating meetings with advocacy groups, state agencies, and other key stakeholders.
- Develop briefing materials, talking points, and agendas for stakeholder meetings.
- Support in drafting press releases, newsletters, and public statements related to Olmstead initiatives.
- Manage stakeholder databases and track engagement activities.

3. Research & Writing

- Conduct research on best practices in Olmstead implementation and disability rights.
- Assist in drafting sections of the Olmstead Plan

4. Special Projects & Administrative Support

- Support the planning and execution of public forums, listening sessions, and other outreach efforts.
- Assist in tracking deadlines and deliverables for the development of the Olmstead Plan.

Internship Deliverables

By the end of the internship, the intern will complete:

1. A comprehensive email and stakeholder response protocol for the Olmstead inbox.
2. A stakeholder engagement tracking report detailing key meetings and outcomes.

Ideal Candidate Qualifications

- Strong written and verbal communication skills.
- Ability to manage multiple tasks and deadlines in a fast-paced government setting.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and email management tools.

Position details

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Job title

Olmstead Policy & Communications Intern

Position type

Internship

Work-Study program

No

Location requirements

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Location type

Onsite

Onsite location

Albany, New York, United States

Time requirements

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Schedule

Part time

Hours

30 hours per week

Employment duration

Temporary or seasonal

Estimated start date

6/9/2025

Estimated end date

8/15/2025

Olmstead Policy & Communications Intern Compensation and benefits

 Edit

Expected pay

20–30 USD per hour

Additional compensation

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Benefits

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Perks

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Additional benefits

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Categorize your job

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Job role groups

Health Education Specialists, Community Health Workers, Politicians, Legislators, and Public Policy Advocates

Candidate qualifications

 Edit

Work authorization

This job requires US work authorization

This job is eligible for US visa sponsorship

Skills

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School year

Junior Senior Masters

Latest graduation date

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Major groups

Communication & Media Studies Journalism Public Administration Public Policy Non Profit Management

Minimum GPA

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Olmstead Policy & Communications Intern Application process

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Application open date

3/25/2025 6:00 AM -04:00

Application close date

4/10/2025 6:00 AM -04:00

Number of hires

1

How will candidates submit applications?

On Handshake

Additional required documents on Handshake

Cover Letter, Resume

Your hiring team

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Company division

Office of the Chief Disability Officer

Job owner

Sophonie Pierre-Michel

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Attachments

Olmstead Policy & Communications Intern

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