



## **American Council of Life Insurers (ACLI) Life Insurance Compliance Internship**

**American Council of Life Insurers  
101 Constitution Ave. NW  
Washington, DC 20001**

**8-10 week period in summer 2019**

**Company:** ACLI  
**Position:** Legal Editorial Intern (unpaid), 15 to 20 hours per week for 8 weeks  
**Department:** Legislative & Regulatory Information  
**Supervisors:** Ky Lewis, Senior Project Manager & Senior Legal Editor  
Chanda Brady, Project Manager & Senior Legal Editor

ACLI is a Washington, D.C.-based trade association. Its member companies offer life insurance, annuities, pensions, long-term care insurance, disability income insurance, and other retirement and financial protection products. It serves as a unified voice on issues from retirement security to international trade. ACLI develops policy, participates in public debate, and works directly with the U.S. federal government, international financial institutions, and state insurance regulators, as well as insurance supervisors from around the world.

The intern program is designed for you to become a part of our team and gain experience working on life insurance compliance issues within a trade association. No experience in insurance or financial services is necessary. Interns do not receive salaries, but they are eligible for a transportation subsidy, have access to the on-site gym, and receive occasional invitations to attend various special meetings, receptions, etc. ACLI will support any opportunity an intern has to receive course credits or other benefits through their university for this internship. Internship hours are flexible, with part- and full-time applicants considered. ACLI is considerate of interns' class times and school holidays.

### **General Responsibilities**

- A. Under the supervision of Ky Lewis and Chanda Brady, assist in editing, researching, and updating some of the following ACLI publications:
  - 1. ACLI Compliance Services: Agent Licensing, Annuity, Disability Income Insurance, Life Contracts, Financial Regulation of Insurers Including Investments, Long-Term Care, Privacy, Risk Classification, Market Conduct, Premium Tax, Valuation, Reinsurance, and Variable Contracts
  - 2. Law Surveys
  - 3. Special projects
- B. Attend briefings and meetings as needed.
- C. Complete administrative tasks as needed.
- D. Learn about financial services and life insurance through written materials and meetings.

### **Description**

#### **A. Law Surveys**

Project assignments include serving as an assistant editor for assigned law survey annual updates. Revision of materials in law surveys requires developing a working knowledge of the survey topic and careful and timely research of primary and secondary sources to identify new legislative and regulatory developments in the topic area across 52 jurisdictions. This process includes the following:

- 1) Analyze new legislation and regulatory materials to determine relevance to the topic.
- 2) Summarize laws and regulatory materials for inclusion in the law survey.
- 3) Create hyperlinks from text to Westlaw materials.

#### **B. Compliance Services**

April 5, 2019

Revision of materials in these services requires careful and timely research of primary and secondary sources for new legislative and regulatory developments, and the translation of this information into an electronic format. This includes:

- 1) analyzing new legislation and regulatory materials to determine relevance to the compliance service;
- 2) comparing text of compliance service with most current versions of state statutes and regulations; and
- 3) electronically editing compliance service text to insert new or amended laws and regulatory materials and delete rescinded laws and regulations in the electronic copy of the publication.

#### C. Special Projects

Special projects could include assisting with:

- 1) Preparations for the Life & Health Compliance Association Meeting
- 2) Updating the State Insurance Department Directory
- 3) Compiling and formatting reference documents

## Requirements

- A. Bachelor's degree preferred, but two years of college coursework accepted
- B. Some experience in legal research and writing, technical research/editing, legal compliance coordination, issues research and analysis, or related research/editing responsibilities preferred.
- C. Strong writing, editing, and proofreading skills
- D. Ability to work independently and handle complex assignments with a minimum of supervision
- E. Familiarity with internet research and the use of research databases (such as Westlaw and Lexis) and demonstrated knowledge of MSWord
- F. Superior attention to detail required

## How to Apply

Your application materials must include:

- Cover letter, with dates and hours available for the internship
- Resume and contact information

Send your completed materials by email to:

Chanda Brady at [chandabradley@acli.com](mailto:chandabradley@acli.com),

Ky Lewis at [kylewis@acli.com](mailto:kylewis@acli.com),

**and** to ACLI's Human Resources department at [hracli@acli.com](mailto:hracli@acli.com).

## When to Apply

Submit application materials **as soon as possible**. Internship start date is flexible.