



American Council of Life Insurers (ACLI) Taxes and Retirement Security Internship

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 taxes and retirement security 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

- Perform research duties and other tasks in support of the Taxes and Retirement Security Department.
- Attend briefings and meetings as needed, including hearings on Capitol Hill.
- Complete administrative tasks such as drafting notes, memos, letters, and emails and scheduling meetings as needed.
- Opportunity to conduct a self-directed research project with supervisor review.
- Learn about financial services and life insurance through written materials and meetings with supervisor.

Requirements

Internships are open to applicants from all undergraduate fields of study that have an interest in taxation, retirement security, financial services and products, government, and/or life insurance generally. Interns must be proficient in Microsoft Office (Windows, Word, and Excel), organized, attentive to detail, and a self-starter. They should also possess strong oral and written communication skills.

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 Jaclyn Walkins at jaclynwalkins@acli.com and to ACLI's Human Resources department at hracli@acli.com.

When to Apply

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