



## **Internship with American Citizens Abroad, ACA, Inc.**

### **The Organizations**

American Citizens Abroad (ACA, Inc.) mission is to educate, advocate and inform both the US Government and US Citizens living and working overseas on issues of concern to the overseas US Citizen community.

ACA works to find practical solutions to resolve issues impacting overseas US Citizens and communicates results to constituents stateside and abroad. ACA is the premier thought-leader on issues affecting US Citizens living and working overseas.

- ACA educates both the US Government and US Citizens living and working overseas on critical issues impacting the overseas American community.
- ACA advocates for practical, implementable solutions that allows the community of US Citizens overseas to thrive, while continuing to contribute to the US society and economy. ACA solutions are driven by the following criteria; achievability, practicality and ease of implementation.
- ACA informs the community of US citizens overseas by monitoring legislation, engaging in dialogue with the Legislative, Administrative and Judicial branches of the US government and, by listening to US Citizens living overseas, gathering knowledge from globally-minded professional experts in the field, gaining input from our Country Information Managers, monitoring the media and fielding research projects via our sister organization American Citizens Abroad Global Foundation (ACAGF).

ACA, Inc. is a membership organization representing Americans living abroad. It is incorporated as a nonprofit its structure and operations fall within the rules applicable to an exempt social welfare organization ( 501)(c)(4).

Alongside it is American Citizens Abroad Global Foundation (ACAGF), organized as a publicly supported charity under section 501(c)(3). Its purposes are to promote the well being of US citizens living outside the US, to identify issues and activities that affect them, to develop information about these subjects, to provide this information to Americans abroad and to governments, including the US government, and to disseminate this information widely. In short, it is a supporter of education and research on issues affecting Americans abroad.

Both ACA, Inc. and ACAGF headquarters are located in the Washington, DC area however, the Board of Directors and Executive Committee sit both in

Washington, DC, in other cities of the US and overseas. Work is managed through monthly virtual Executive Committee meetings and by small task groups headed by Operational Directors.

### **Description of the Internship/Requirements:**

ACA is looking for a junior/senior year (or graduate level) Political Science/Government major to assist with our legislative work with the US Congress and Administration. The legislative projects will focus on increasing awareness of the organization with the legislature (House and Senate) and educate the legislature on the issues affecting the community of Americans overseas. Projects will also include tracking legislation relevant to ACA's target audience and helping to develop proposals for addressing legislative and regulatory issues/problems with proposals. Some project work may involve research and statistical analysis. Interest/expertise in non-profit management a plus but not required.

The candidate will work under the supervision of the Executive Director who will meet with the intern on a regular basis (twice per week) at a shared space office setting in downtown Washington, DC. Individual project work will be directed by the Executive Director in conjunction with the Legal Counsel and Assistant Legal Counsel. The intern will interface with these Directors and be assigned to small groups and/or tasked with direct independent project work.

Given the very independent nature of the work, the intern must be a self-started, have excellent time-management skills and work independently with minimal supervision. There will be no on-site manager however; project work will expected to be delivered on timely basis. Intern may also assign in meetings with the legislature and therefore may be required to attend meeting on Capital Hill and with certain administrative offices (IRS, Treasury, etc.)

The candidate should possess excellent communications skills; both oral and written and have strong proficiency in Microsoft Word, Excel and Power Point.

This is an unpaid internship, full time internship (20 hours per week) but could be applicable for academic credit. Candidates should check with their academic advisors and/or appropriate office for more information on this.

### **Responsibilities:**

Track existing legislation and identify legislation that is affecting or could affect Americans living and working overseas.

Performing research and statistical analysis in relation to the development of legislative and regulatory proposals.

Assisting with the development and deployment of documentation; presenting proposals and recommendations to the legislature.

Assisting with the development of legislative proposals to correct/address issues affecting the target audience.

Assisting with content creation for the ACA, Inc. and ACAGF websites, social media outlets and quarterly newsletter with regard to legislative work/projects.

Assisting/attending meetings with the Legislature and Administrative offices (IRS, Treasury)

Helping with the development and deployment of on-site meetings (Town Halls) in local markets (London, Geneva, Paris, Madrid)

### **Sample projects:**

#### **1. ACA Residency-based taxation advocacy**

ACA is in the process of advocating for a change from Citizenship-based taxation to Residency-based taxation (RBT). Our proposal for this is found on the ACA website at: <https://www.americansabroad.org/advancements-acas-residency-based-taxation-rbt-proposal/>.

In your role as intern you would help the Executive Director and Legal Counsel to identify the offices within the Legislature and Administration involved in tax policy and assist in organizing meetings and presentations. You would track meetings and update on follow-up, as well as, canvas and research for other tax reform proposals and regulations, updating ACA on advancements and interests in these and the ACA proposal.

You would also be responsible for assisting with the fundraising efforts for the scoring of ACA's RBT. Identifying organizations and individuals for solicitations, preparing documentation and tracking overall fundraising efforts.

#### **2. Tracking of Legislation Affecting Americans Overseas**

The intern would also be responsible for creating a database of legislative and regulatory issues that are affecting Americans overseas. Identify the offices of the legislature and updating the Executive Director and Legal Counsel on advancements to legislation affecting Americans overseas. You would also help with the development of proposals (legislative and regulatory) to address legislative lacuna and problems as they relate to Americans overseas.

A current example of this is the work on the Passport Revocation Provision. This legislation has been passed (revocation or denial of passports for tax debts of \$50,000. We are awaiting the issuance of regulations. Your job would be to track the process of regulatory issuance, provide an analysis of the regulations once issued, and assist with the development of an ACA proposal for the regulations.

### **3. Researching Community of Americans Overseas**

Currently there is no accurate number for Americans overseas and Americans overseas who should be filing and complying with US tax law. In your role you would work on researching the community and assisting with developing a baseline number for this population.

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