

JOB TITLE: Public Policy and Advocacy Intern

LOCATION: Twin Cities Metro

SALARY: \$18.00/hour

TYPE: Paid Internship 10-15 hours per week

DEADLINE: Open Until Filled

PRIMARY DUTIES AND RESPONSIBILITIES:

The Policy Intern is responsible for:

- Assisting the Executive Director and other policy staff with work related to Proof Alliance’s statewide policy platform
- Assisting the Executive Director and other policy staff with work related to Proof Alliance’s 2023 Day at the Capitol Event (February 2023)
- Calling and scheduling appointments for advocates with their local representatives
- Advocate development & recruitment
- Attending legislative committee meetings or events and taking notes
- Attending disability-focused public policy coalition meetings and taking notes
- Directed policy research
- Meeting/event planning & coordination

QUALIFICATIONS & REQUIREMENTS

- Passion, energy and excitement for creating lasting change through policy initiatives
- Strong professional writing and communication skills
- Ability to work with diverse populations
- Ability to multitask while maintaining strong attention to detail
- Basic knowledge of the MN legislative process
- High proficiency in Microsoft applications
- Flexibility in dealing with the fluidity of the MN Legislative schedule
- Enthusiasm for working with FASD-specific policy needs

OTHER INFORMATION:

The internship is to be used by an individual that wants to build their resume, receive a letter of recommendation, and gain experience with a nonprofit organization. The preferred length of the internship would be approximately November 2022 through May 2023, or January 2023 through May 2023. This is a temporary employment position at Proof Alliance and is not eligible for benefits. Proof Alliance is an equal opportunity employer and strongly encourages diverse candidates to apply.

HOW TO APPLY:

Please email your cover letter and resume to Jennifer Stieve, Director of Finance & Administration at jennifer.stieve@proofalliance.org. Please include “Policy Intern” in the subject line of your email. We will begin and continue interviewing on a rolling basis until a candidate has been selected. No phone calls, please.