

Public Policy Internship

Are you seeking public policy experience in the nonprofit sector? Join a dynamic team committed to preventing prenatal alcohol exposure and improving outcomes for people impacted by fetal alcohol spectrum disorders (FASD). Proof Alliance is the largest organization nationwide offering services for youth and families impacted by FASD. We use a systems approach to build alliances with partners in education, research, legal/judicial, healthcare, legislative and social service industries. Together, we advocate for greater funding of services, further development of awareness, and an FASD-informed future.

TITLE: Public Policy Intern

WORK STATUS: Part-time Temporary, Non-exempt

LOCATION: Hybrid (Remote/ St. Paul)

SALARY: \$18 per hour with sick time accrual

LENGTH OF INTERSHIP: December 2025 - Spring 2026 (Start date negotiable)

8-10 hours per week (variable schedule, some weekends)

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assisting the Director of Programs and Public Policy with work related to Proof Alliance's statewide and national policy platform
- Assist with planning and coordination of annual FASD Advocacy Day at the Minnesota State Capitol
- Calling and scheduling appointments for advocates with their local legislators
- 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 for an individual who 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 December 2025 through May 2026. Proof Alliance is an equal opportunity employer and strongly encourages diverse candidates to apply.

HOW TO APPLY: Please email all the following information to marissa.lang@proofalliance.org. Applications received by December 1, 2025 will receive priority. Candidates with incomplete packages may not be considered. Use subject line, "Public Policy Internship."

1. Your resume
2. Your brief cover letter telling us: • Why you are interested in this position. • How you believe you meet the qualifications