



# INTERNSHIP JOB DESCRIPTION

<b>Title:</b>	Public Policy/Advocacy Intern
<b>Employment Status:</b>	Unpaid, part time internship
<b>Shift/Hours:</b>	If currently a student, minimum 10 hours per week, if recent graduate, 20 hours per week.
<b>Reports to:</b>	Vice President of Advocacy and Community Partnerships, Manager of Community Outreach

**Position Description:** The Public Policy and Advocacy Intern will work closely with the V.P. of Advocacy and Community Partnerships and the Manager of Community Outreach, and will research, monitor and provide written summaries for state and national housing legislation.

## Responsibilities and Tasks:

- Monitor and conduct research on relevant housing issues and legislation.
- Update files for the Community Partnership Department.
- Assist in meeting planning, attend meetings as assigned, and perform other duties as assigned.

## Qualifications/Training/Expectations:

- Currently an undergraduate (2<sup>nd</sup> year or higher preferred), recent graduate, or graduate student pursuing a degree in public administration, public policy, nonprofit administration or related program of study.
- Basic knowledge of advocacy at the local, state and federal levels.
- Strong communication and organization skills and the ability to multi-task.
- Proficiency in Microsoft Office including Word, Excel and PowerPoint.
- Sensitive to needs of people living in substandard housing conditions, also reliable and diligent.

## Time Commitment:

This is an unpaid fall semester internship position (8-10 weeks) that requires a minimum of 10 hours per week. Position is available immediately.

## How to Apply:

Please apply by emailing the following to Deborah Lewis at [dlewis@habitatla.org](mailto:dlewis@habitatla.org) or by fax 310-323-0789. 1) Complete Internship Application, 2) Cover letter of interest indicating availability and applicant's specific interest, 3) Resume, 4) Two letters of recommendation, 5) Copy of college transcripts. No phone calls please.