

**POSITION OPENING:
INTERN
JULY 2021**

POSITION SUMMARY

The purpose of The Children's Partnership's Internship Program is to encourage undergraduate and graduate students to gain experience in the nonprofit sector, with a specific focus on policy analysis and advocacy on behalf of children and their families. Our work introduces them to the rewards and challenges of public interest work. **This is a paid internship opportunity.**

RESPONSIBILITIES

Primary responsibilities include, but are not limited to, the following:

Policy & Legislation

- Assist with policy research, focused on all areas of health equity, social determinants of health and health systems
- Monitor state and federal health policy & proactively keep TCP staff abreast of current and emerging issues
- Draft internal and external briefs & memos on issues that relate to our primary policy priorities
- Identify go to resources for policy and leg teams to find data and research and support on data collection
- Monitor and report back on initiatives and programs of our partner organizations

Community Engagement

- Collect, input, and report data from TCP community engagement activities, such as presentations, community events, and partnerships/contacts made during various TCP activities
- Support with data management, including organizing, cleaning and updating existing lists, event evaluations and databases
- Support with inventory, tracking and shipment of materials to schools, resource centers, and other partners
- Support TCP (virtual and in-person) event planning, preparation, outreach and implementation

Communications & Social Media

- Update, draft and post supervised social media and website content; respond to web correspondence, social media posts, and emails
- Research and writing of content to demonstrate community impact & uplift partner work
- Create & maintain a central collection of data

Operations & Administration

- Attend internal & external meetings, participate and take notes, as relevant.
- Perform clerical duties, maintain files, and organize documents
- Shadow multiple office positions and train in a variety of tasks
- Assist with creating and improving on organizational processes
- Contribute to a library of operational how to documents
- Research projects in support of TCP finance, human resources, admin and technology
- Special projects, as requested

COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)

- Resourcefulness
- Attention to Detail
- Follow-Through
- Excellent writing, research, and analysis skills
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple projects simultaneously
- Strong oral communication & public speaking skills
- Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas
- Familiarity with social media
- Ability to work independently
- Tech savvy
- Quick learner

QUALIFICATIONS/EXPERIENCE

Commitment to and experience in nonprofit organizations, specifically in the areas of immigration, child welfare, health policy, oral health, and/or mental health.

APPLICATION PROCESS

Email resume and cover letter summarizing interests and qualifications to search@childrenspartnership.org. State "Intern" in the subject line. No phone calls, please.

SALARY & BENEFITS

This is a temporary hourly position, paying between \$15 and \$18 an hour depending on experience.