



Community Action Partnership Position Description Intern

Make a difference! Learn, Reflect, Collaborate, and Transform

SUMMARY

The Community Action Partnership—National Office (Partnership) is seeking motivated, highly organized **graduate students** to serve as **paid interns**. The internship will provide students the opportunity to learn about poverty alleviation efforts, programs and strategies in the United States while developing their research, organization, communications and outreach skills. Specifically, this intern will learn about the Partnership's federal and state public policy and advocacy initiatives and positions. **Interns will be paid \$20 per hour.**

It is the mission of the Community Action Partnership to strengthen, promote, represent and serve the network of member agencies to assure that the issues of poverty are effectively presented and addressed. To achieve its mission, the Partnership engages in training and technical assistance, advocacy and efforts to promote visibility of the Community Action Network in order to enhance the work of its 1000+ community action and limited-purpose agencies and their partners in communities across the country.

TO APPLY: Send cover letter and resume to rgelman@communityactionpartnership.com noting "Public Policy Intern" in the subject line. **No calls please.**
Resumes accepted until positions are filled.

Interns Will Work Across the Following Focus Areas:

- **Capacity Development:** Supports overall training efforts, including research and analysis, to strengthen anti-poverty practices and performance management that creates measurable outcomes to enhance the quality of life for the families, agencies and communities served.
- **Technology & Database Management:** Supports integration of technological enhancements that improve customer service, data collection, reporting and communications with key stakeholders, as well as web development support, social media and information infrastructure management.
- **Communications/Event Management:** Assists in the implementation of multiple communications streams that target the customers served, as well as, community stakeholders. This includes but is not limited to the development of news releases, newsletters, reports, social media and special event coordination/development that highlight accomplishments, strategies and goals for empowering the family, community or agency served. Assists in planning and implementation efforts for national, regional, state, and local events.

What the Intern can expect to get out of it:

- Great experience in a great non-profit organization.
- Knowledge of pressing issues facing America's most vulnerable population, communities and opportunities to address them on the national, regional and local levels.
- Experience with national and regional initiatives in agency capacity building and community self-sufficiency and sustainability.
- Ability to work for a nonprofit organization and learn about the culture of nonprofits.
- Potential academic credit pending the approval of the candidate's respective academic institution.
- Access to the nonprofit expertise, diverse life stories, and significant work histories of our team.
- Future job references and letters of recommendation (glowing references for those high achievers out there).
- Career guidance, including help revamping your resume with your work history
- A statewide and national network to build on as you seek to move into the workforce.

Qualifications: Passion for improving communities and strong personal values complement the Partnership's Vision and Mission. The ideal candidate will be a mature, organized **graduate student in a public policy or related program** with a passion for social justice and a desire to develop their research, project management and communications skills while learning about non-profit development. Entrepreneurial-minded and ability to plan, organize, and execute events, highly organized, detail-oriented, and possess outstanding follow-through skills, strong relational and analytical skills, ability to multi-task, to work effectively both independently and part of a dynamic team. Applicants should possess strong oral, written and organizational skills, as well as proficiency with Microsoft Word, Excel, and Outlook; Internet and other research tools; social media tools; and data management. Academic credit may be available.

Pay: \$20 per hour

Contact: Interested students should send a cover letter and, if applicable, resume to rgelman@communityactionpartnership.com. For more information about the Community Action Partnership, visit: www.communityactionpartnership.com.

Time Commitment: 15 hr. minimum per week.

All positions will be remote for the time being due to COVID-19, and otherwise will be based out of our Washington, DC office. Schedule can be flexible within normal business hours (up to 20 hours a week).

Other Desired Qualifications

- Demonstrated experience/expertise in:
 - Federal and state regulations governing grants administration and fund accounting
 - Results-oriented management and accountability (ROMA) or comparable system
 - Coalition or learning coordination/facilitation
 - Community Action
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.
- ROMA certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.
- Regular overnight, out of state travel is required approximately 10% of the time.