

VOLUNTEERS OF AMERICA COLORADO BRANCH
SUMMER 2013
PUBLIC POLICY INTERNSHIP

POSITION TITLE: Public Policy Intern

REPORTS TO: Public Policy Advocate

ORGANIZATION DESCRIPTION: Volunteers of America is a non-profit human service organization dedicated to helping those in need rebuild their lives and reach their full potential. Through more than 30 distinct human service programs, the Volunteers of America Colorado Branch helps over 200,000 Coloradoans each year.

POSITION DESCRIPTION: The Volunteers of America Colorado Branch is seeking a part-time, unpaid intern to assist with development of its public policy and advocacy initiatives. The Public Policy Intern will provide support to the Community Outreach and Advocacy Committee (COAC), monitor legislation, draft policy statements, strengthen relationships with key legislators and public officials, and represent the interests of Volunteers of America at the State Capitol. This internship is a great opportunity to learn more about the legislative process and to gain firsthand experience in non-profit advocacy.

RESPONSIBILITIES:

- Facilitate communication between Volunteers of America and policymakers
- Participate in the planning and follow up of 2-3 community outreach events
- Draft issue alerts and other advocacy materials
- Attend monthly COAC meetings at the Volunteers of America Administration Building and provide administrative support in the form of notes and follow up

QUALIFICATIONS:

- 1) Pursuing a degree in public policy, political science, or similar field.
- 2) An interest in public policymaking and non-profit advocacy.
- 3) Excellent oral, written, and communication/presentation skills.
- 4) Proficiency with Microsoft Office Suite (Word, Excel, and Publisher) preferred.

COMMITMENT: The intern is required to commit 10-15 hours per week. Duration of the internship is mid-January through late April.

LOCATION: The Volunteers of America Colorado Branch Administration Building, located at 2660 Larimer Street, Denver, Colorado 80205.

TO APPLY: Please email your cover letter and resume to Paulina Chognard at publicpolicy@voacolorado.org.