

Position Description

Advocacy & Public Policy Internship



Position Title:	Advocacy & Public Policy Intern
Location:	Hybrid (Washington, D.C. area)
Department:	Advocacy & Public Policy
Reports To:	Senior Director, Advocacy and Community Engagement
Time Commitment:	Up to 15 hours per week
Compensation:	\$20/hour
Duration:	February, 2025 – June, 2025 (Potential to continue through August, 2025.)

Background

Company Overview

The Coalition (formerly known as the Coalition for Nonprofit Housing & Economic Development) is a 501(c)(3) association for the community economic development sector in the District of Columbia, with more than 150 organizational members. The Coalition's mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. The Coalition's strength is in its convening power, highly successful advocacy, robust communications, and information sharing, and equipping its members with tools and resources for their work. The Coalition's organizational members include nonprofit and for-profit affordable housing developers, housing counseling and service agencies, community economic development organizations, workforce and business development entities, lenders, intermediaries, and government agencies.

Position Summary

The Advocacy & Public Policy Intern will provide critical support to the organization's advocacy and policy efforts, gaining hands-on experience in researching, tracking, and communicating key policy issues. This position offers a unique opportunity for college students or recent graduates interested in public policy, advocacy, and legislative processes. The intern will work closely with the advocacy team to assist in organizing campaigns, drafting policy materials, tracking legislation, impact assessment, and taking notes during meetings, and supporting digital advocacy initiatives.

The intern will support several key initiatives, including:

- Supporting the completion of the 2026 Net Zero Energy Code rewrite process for the District of Columbia,
- Designing and supporting advocacy/organizing activities for the FY 2026 Budget Season, and
- Offering programmatic support to the [Community Voices](#) and [Resident Engagement Network](#) program participants

Duties and Responsibilities

Duties and responsibilities may include:

- **Research & Policy Analysis**
 - Conduct in-depth research on federal, state, and local policy developments that align with the organization's priorities.
 - Prepare detailed reports on the implications of proposed policies, regulations, or legislative changes.
 - Analyze policy trends, legislation, and regulations to identify new opportunities for advocacy efforts.
- **Advocacy Campaign Support**

- Assist in drafting and revising policy briefs, fact sheets, issue papers, and talking points for use by the advocacy team and stakeholders.
 - Help create action-oriented advocacy materials that can be shared with partners, stakeholders, or the public.
 - Assist in managing and updating tracking tools for ongoing advocacy campaigns.
- **Digital Advocacy & Social Media**
 - Help with the development and execution of digital advocacy campaigns, including drafting content for social media, email newsletters, and online petitions.
 - Use digital tools to monitor and engage in relevant online conversations about key policy issues.
 - Assist in managing the organization's digital presence, including updating content on websites and social media channels.
- **Legislative Monitoring & Tracking**
 - Use online tools and platforms to track relevant legislation, public hearings, and other policy developments.
 - Maintain and update databases related to ongoing advocacy efforts, such as lists of key stakeholders, legislators, and policymakers.
 - Report on key legislative milestones, such as votes, hearings, and committee discussions that affect the organization's priorities.
- **Administrative and Operational Support**
 - **Administrative:** Provide general administrative support for the advocacy team.
 - **Note- Taking:** Attend meetings and take detail notes with summarize key takeaways
 - **Digital Advocacy & Social Media:** Assist in the preparation of communications.
 - **Meeting & Event:** Assist in organizing, promoting, coordinating logistics and technical support.

Requirements and Qualifications

- Currently enrolled in, or recent graduate of, a program in Public Policy, Urban Planning, Economics, Political Science, Government, Business, Communications, Human Services, or a related field.
- Strong research, writing, and communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides), and familiarity with social media platforms (Facebook, Twitter, Instagram, LinkedIn).
- Ability to manage multiple tasks in a fast-paced environment with strong attention to detail.
- Strong organizational skills and a proactive approach to managing responsibilities.
- Experience with advocacy platforms or CRM tools like NationBuilder, Salsa Labs, or Action Network.
- Ability to work independently while also being an active and engaged member of a team.
- Quantitative analysis skills (proficiency in R and/or STATA is a plus)

To Apply

Interested candidates should submit a resume, a cover letter outlining their interest in the position, and one writing sample (preferably related to public policy or advocacy) to Lamar Richards via email at lrichards@cnhed.org with "Spring Intern" in the subject line. The deadline date is Friday, January 24, 2025.