



Position | Fall/Spring Semester 2018 Public Policy Internship (Austin-based, unpaid/college credit)

Location | Austin, TX

Time Commitment | Fall and/or Spring Semester Internship

Part-time – Approximately 20-30 hours per week; Schedule TBD

Agency Mission:

The mission of TexProtects is to reduce and prevent child abuse and neglect through research, education, and advocacy. TexProtects effects change by organizing and educating its members to advocate for increased investments in evidence-based child abuse prevention programs, Child Protective Service reforms, and treatment programs to heal abuse victims.

Summary of Position:

TexProtects - The Texas Association for the Protection of Children - is seeking an energetic and motivated student intern to join the TexProtects public policy and communications team to provide support. The intern will be responsible for an array of public policy projects and tasks including, but not limited to, research, tracking legislation, assisting in development of public policy agenda for the legislative session and related materials, meeting preparation, editing, and supporting the Vice President of Public Affairs and public policy and communications team. This position is unpaid and available for college credit.

Duties and Responsibilities (includes but not limited to):

- Prepare policy briefs on specific TexProtects legislative priorities in coordination with the TexProtects Vice President of Public Affairs
- Package legislative agenda and outcomes for presentations and mailings
- Organize testimony on certain public policy issues in coordination with research specialists and TexProtects Vice President of Public Affairs
- Track legislation and public policy issues that pertain to priorities of TexProtects
- Prepare legislative action alerts to constituents
- Stay current on related legislative issues, political issues and news items
- Coordinate legislative, agency and collaboration meetings and communication
- Provide public policy and advocacy information for website and online communication
- Assist with preparation and logistics for meetings and assist Austin staff in meetings by preparing requested agenda, recording minutes, and other needed meeting materials.
- Assists in administrative duties as needed.

Qualifications and Skills:

- Graduate students (preferred) in areas of public affairs/policy, social work, education, communications, law. Undergraduate students will also be considered.
- Superb written and verbal communication skills with a demonstrated ability to proofread, edit and write.
- Highly organized, positive, and team-oriented individual.

- Must possess a strong focus on details, accuracy and timeliness of work.
- Highly skilled in Microsoft Office: Word, Excel, PowerPoint.
- Strong time management, organizational, and implementation skills are required.
- Ability to work independently and accept supervision.
- Maintain confidential information.
- Knowledge of Texas legislative process may be helpful.

Supervisor:

This position will report to the Vice President of Public Affairs.

Please send Resume, Cover Letter and three to five writing samples to "Hiring Official".

Please include "Public Policy Intern" as subject line and email to: Pamela@texprotects.org

No phone calls please