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POSITION ANNOUNCEMENT: Poverty Policy Project Intern

The Citizens League is seeking a part-time intern to support its upcoming study on poverty policy in Minnesota. This is a paid internship that will begin in May. Summer-only candidates will be considered, but a preference will be given to candidates able to stay on through December.

The Poverty Policy intern will play a vital role in this citizen-based study committee's ability to complete its work successfully by providing consistent and high-caliber administrative and research support. He/She will have the opportunity to learn about the Citizens League work more broadly by assisting with other policy projects and general office work.

The successful candidate will have strong note-taking, writing and research skills, and will demonstrate effective self-direction, including an ability to balance multiple tasks. Applicants with a strong interest in non-partisan public policy and citizen engagement are especially encouraged to apply.

RESPONSIBILITIES

- Research and administrative support for citizen-based study committee on poverty
 - Provide administrative and logistical support for Citizens League staff and committee members, including taking and transcribing notes at all committee meetings.
 - Develop literature reviews and summaries of legislative and policy work
 - Prepare, edit and proofread documents for the committee
- General administrative support for other Citizens League activities, including:
 - Prepare meeting materials and minutes for other citizen-based committees
 - Assist with occasional administrative projects, such as mailings or archiving past Citizens League policy work
 - Staff Citizens League events

SKILLS AND EXPERIENCE

- Ability to work in an ideologically-diverse, non-partisan political environment with a wide variety of stakeholders and to effectively coordinate work with other staff and volunteers
- Strong research, writing, communication and note-taking skills.
- Ability to manage multiple projects and prioritize responsibilities.
- Experience and/or interest in public policy and civic engagement, and issues of poverty.
- Interest in and commitment to the mission and principles of the Citizens League.
- Familiarity, comfort and aptitude with a wide range of software including Microsoft Office, Outlook, and basic HTML

SALARY AND WORK HOURS

- Hourly compensation ranging from \$10-\$15 per hour based upon experience and/or academic background.
- Approximately 20 hours a week with flexible scheduling. Some early morning and/or evening hours required.

HOW TO APPLY

Interested candidates should send a cover letter, resume, and contact information for three references by April 25. Receipt will be confirmed with more information about the interview process. For questions or additional information, please contact Ann Kirby McGill at (651) 293-0575 x15 or akirbymcgill@citizensleague.org. Materials should be sent to:

Citizens League
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