



**Title:** **Advocacy Intern**  
**Reports To:** Coordinator, Community Partnerships, Neighborhood Investments Department  
**Type:** Internship (Unpaid)  
**Duration:** Fall Semester 2024 (August – December 2024)

**Position Summary:**

Join us in empowering our community! As an Advocacy Intern, you will assist our efforts to advocate for and support children and families. In this role you will engage with community members through tabling, door knocking, and other outreach activities, supporting our Coordinator of Community Partnerships with voter engagement efforts for the 2024 election season.

You will also have the opportunity to develop and use research skills to conduct policy research on important community topics. This internship is ideal for someone passionate about community advocacy and public policy with a keen interest in data-based research to guide their work. Your enthusiasm and strong communication skills will help us build connections with diverse individuals, organizations, and community leaders, making a real difference in our advocacy efforts.

**Benefits of Volunteering:**

Gain hands-on experience in community advocacy and public policy, while making a meaningful impact on the lives of children and families. You'll develop valuable skills in research, outreach, and event planning, and have the opportunity to connect with diverse community members and leaders.

**Essential Functions:**

**Duties & Responsibilities:**

- Engage directly with community members to encourage voter participation and gather insights
- Assist Community Partnerships Coordinator with voter engagement efforts (tabling, door knocking)
- Conduct research on community topics to inform legislative efforts and respond to emerging issues
- Once election season is over, conduct a policy research overview to create an executive summary of the development and impact of passed policies
- Depending on interest, potential other projects could include service area mapping from zip code data from our 2024 Community Needs Assessment
- Other duties as assigned

**Safety:** Responsible for conducting all duties in a safe manner.

**Affirmative Action:** Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

**Qualifications:**

**Education & Experience:**

- Must be at least 18 years of age
- High school diploma/GED required
- Currently pursuing or recently completed a higher education degree in a relevant field such as Political Science, Public Policy, Social Work, Sociology, or Communications is preferred
- Experience working with Ramsey and Washington Counties, community organizations, participating in outreach with diverse communities, and/or engaging in advocacy work is highly desirable

**Abilities & Skills:** In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Ability to prioritize and manage multiple tasks
- Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member
- Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired

**Physical Requirements:**

Intern should be comfortable standing or walking for extended periods during community events and voter engagement activities, as well as using public transportation or walking to travel to different neighborhoods in Ramsey and Washington Counties. (Carrying outreach materials and supplies weighing up to 15 lbs may also be necessary.) If this is a barrier for you, let us know!

**Mental Requirements:**

Must have strong attention to detail and be able to synthesize complex information. Intern must be resilient and adaptable to community feedback and changing priorities, possess strong problem-solving skills, and be comfortable engaging with a diverse range of individuals and groups.

**Environmental Requirements:**

The work environment includes frequent travel to various community locations, including outdoor settings for canvassing and events, and a mix of office-based tasks and fieldwork. Interns must be flexible to attend evening or weekend events as required by outreach activities.

**Time Commitment:**

10–15 hours per week for fall semester. Our typical office hours are Monday - Friday from 8am-4:30pm, but occasional weekend or evening events may occur to meet community needs, so flexibility is desired.

**Location:**

Various outreach events throughout Ramsey and Washington counties. Main office is at 450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

**Advance Registration for College Students:**

Yes, you can reserve this internship position by registering in advance. Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer.

**REGISTRATION INFORMATION:**

Complete a Volunteer Application at <https://caprw.org/take-action/volunteer.html> and email a resume to [volunteers@caprw.org](mailto:volunteers@caprw.org).

Questions? Email [volunteers@caprw.org](mailto:volunteers@caprw.org) or call 651-603-5940

The mission of **Community Action** is to invest in people experiencing poverty to build generational prosperity. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, and Financial Opportunity Programs. Visit [www.caprw.org](http://www.caprw.org) to learn more.

*Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.*