



Job Title: Policy Intern	Start & End Dates: August 2024 - flexible
Hours/Week: minimum 10 hrs/week	Office Schedule: Monday-Friday, 9am-5pm
Compensation: College Credit	Work Model: Remote or Hybrid if located in Sacramento

Organization

HOPE® is a nonprofit, nonpartisan organization that has focused on empowering our communities through advocacy, Latina leadership training, and increasing knowledge on the contributions Latinas have made to advance the status of women for the past 35 years. To date, HOPE's innovative programming has served 65,000 Latinas statewide and touched the lives of several thousand more.

Job Scope

HOPE's policy department leads the public policy work and coalition building of the organization, with an advocacy package focused on the areas of education, health care reform, economic empowerment, and civic engagement. This internship provides a unique opportunity for motivated individuals to gain hands-on experience in the realm of California policy development, analysis, and implementation. Depending on the time of year, examples of assignments include drafting memoranda on relevant policy and state budget issues, monitoring and responding to issues related to regulations or implementation of existing laws, tracking HOPE's legislative bills through the legislative process, developing advocacy materials across multimedia communication platforms, and drafting letters to state government officials in support of HOPE's policy agenda. Our policy intern will work closely with our Sacramento-based Statewide Policy Director, contributing to meaningful projects that advance Latinas across the state.

Responsibilities

Responsibilities include analyzing bills and providing policy recommendations, conducting legislative research, tracking the development of the state budget, drafting communication materials across multimedia platforms about HOPE research and legislative package, corresponding with legislative/advocacy stakeholders (alongside the policy director) about various policy areas, drafting letters to state government officials in support of HOPE's policy agenda, monitoring legislative Committee hearings and floor proceedings, and general office duties as needed.

Preferred Skills

The ideal candidate has a passion for public service and is interested in advancing the status of Latinas across California and beyond. Interns should also be able to manage time well and meet deadlines. The ideal candidate would also possess excellent verbal and written communication skills and is determined to work collaboratively alongside our Policy Director. Command of English is required, and knowledge of Spanish is preferred but not required.

Other Opportunities Associated With this Internship

Work with a team, build meaningful relationships with advocacy partners based out of California working on issues that advance Latinas and other marginalized communities in California, exposure to the HOPE network comprised of over 1,500 high-achieving Latinas across multiple sectors and direct exposure to California legislative staff based out of Sacramento. Interns would also have the opportunity to attend conferences, legislative hearings, and coalition meetings with the policy director.

Contact

Please send your resume and cover letter to Maria Morales at mmorales@latinas.org. Visit www.latinas.org to learn more about HOPE.