



Public Policy and Advocacy Internship

REPORTS TO:	Chief Executive Officer
PRIMARY LOCATION:	Baton Rouge
POSITION TYPE:	Part-Time, Internship
<i>Be sure to consult The Center's Organizational Structure & Description</i>	

Summary

The Center for Literacy & Learning is a 501(c)(3) non-profit organization with offices in Metairie, Baton Rouge, and Alexandria. Our mission is to advance literacy and learning through evidence-based practices in the classroom, home, and community.

The Center seeks a public policy and advocacy intern who will assist with monitoring the Louisiana State Legislature while helping track legislation, provide relevant materials to legislators, and impact education public policy. They will be expected to attend committee meetings, staff meetings, and related commissions/boards.

This position will be based in our Baton Rouge office and will require frequent activity at the State Capitol.

Position Responsibilities & Core Functions

- Assist staff in highlighting legislation to be monitored during legislative session
- Work with staff to implement legislative strategy
- Work with staff to create and manage bill tracking list and report with updates on current legislations status
- Work with The Center marketing intern to generate social media posts and advocacy infographics
- Assist in developing content for newsletters, blogs, and website
- Attend House and Senate committee meetings, as well as Louisiana Department of Education Boards and Commissions

Qualifications:

- Excellent oral and written communication skills
- Knowledge of legislative process, Louisiana legislators, and government entities
- Should be currently pursuing bachelors/or recently graduated in related field such as Political Science, Political Communications, or similar Colleges of Humanities and Social Science degrees
- Experience with advocacy work with non-profits a plus
- Experience in student government and campus organizations a plus

Physical Demands/Requirements

- Flexible work hours depending on operational and programmatic needs, with most falling during the standard workday. Evening and weekend hours may be required
- The ability to see, speak, hear, write, and move to execute job responsibilities at The Center office and in the broader community
- Ability to travel in-state (Louisiana), occasionally, using reliable, insured private transportation

Part Time: 15-20 hours per week

Application Deadline: Ongoing

Start Date: Immediately

Length of Engagement: Minimum one-semester

Compensation: \$12-\$15/Hour

To Apply: Please submit the following items to hr@mycll.org with Subject line: Public Policy and Advocacy Internship.

1. A cover letter explaining why you are interested in the internship with The Center, what skills you would bring, and why you would be a great member of the team!
2. Resume