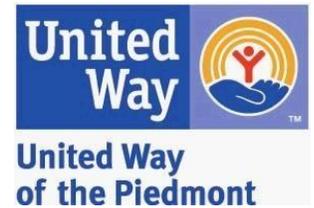


UNITED WAY OF THE PIEDMONT

Position Description



Title: Intern, Public Policy & Advocacy (Spring 2021)
Reports To: VP of Engagement
Status: Unpaid intern, virtual
Core Hours: 20 hours per week; flexible schedule, but must have some availability between 8 am – 5 pm on weekdays
Date: January 2021 – April 2021

About United Way of the Piedmont

United Way of the Piedmont fights for the education, health, and financial stability of every person in our community. We specialize in convening stakeholders and creating systems-level solutions for our most pressing problems. United Way of the Piedmont serves Spartanburg, Cherokee, & Union Counties. We value excellence, inclusion, innovation, integrity, and leadership. Learn more about our work here:

<https://www.uwpiedmont.org/what-we-do/>

Position Summary: The Public Policy and Advocacy Intern will be responsible for supporting the United Way of the Piedmont Engagement team in advancing United Way's policy priorities in the areas of health, education, financial stability and community strengthening. They will collaborate with the Engagement team to support their federal, state, and local advocacy efforts and support the team in communicating policy priorities to congressional & legislative members. The intern will have opportunities to participate in a range of projects including but not limited to coordinating Public Policy Day, leading digital advocacy trainings, and developing compelling materials to share impact.

This internship opportunity is open to current students or recent graduates of a college program. The intern is expected to demonstrate a keen interest in nonprofits, as well as interest in a field of study related to the position. **This internship is 100% remote, but preference will be given to applicants living or studying in SC.**

Essential Responsibilities

- Track legislation related to the Public Policy Agenda and prepare updates for the Advocacy Committee
- Update and create digital advocacy training materials, ensuring cohesive messaging
- Collaboratively plan a virtual Public Policy Day, creating trainings and materials for volunteer advocates to share with legislators at the SC Statehouse
- Track the impact and reach of advocacy efforts
- Create compelling materials to share United Way's work to congressional and state legislative members

Benefits of Service

As an intern, you will learn:

- How and why nonprofits engage in public policy and advocacy work
- Legal and ethical restrictions in nonprofit public policy work
- How grassroots campaigns are created, implemented, and measured for success
- An understanding of the ways in which policies impact United Way's work

Perks of interning with United Way:

- Regular professional development opportunities
- Cross-functional projects
- Networking with community leaders
- Remote work or on-site workspace, as public health guidance permits
- Volunteer opportunities
- Opportunity to earn course credit, as determined by your educational institution

Required Skills

- Proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent customer service skills
- Strong interpersonal skills and ability to function as a member of a team
- Dependable, thorough, and attentive to details
- Interacts and establishes rapport with diverse individuals and groups
- Prioritize, execute, and shift between multiple assignments and projects while meeting deadlines
- Demonstrates initiative and the ability to work independently
- Fluent in English language, both oral and written, including correct punctuation, spelling and grammatical usage
- Experience with Canva or other graphic design programs

To apply, please email cover letter & resume to Heather Lothar at hlothar@uwpiedmont.org by November 13. Your cover letter should answer the following questions (a multi-page cover letter is acceptable): Why do you want to intern with United Way? What part of our work most interests you? How does your experience equip you to complete the essential responsibilities of this role? *If you have lived experience, please highlight it.*

Hiring Timeline:

November 20: First-round applicants notified

November 23 – December 4: Phone screenings

December 7 – 11: Second-round applicants notified; Zoom interviews

December 15: Offer made

Diversity and Inclusion Statement of Principles

United Way seeks to engage the entire community in our work without regard to race, creed, color, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status or socio-economic status. That commitment will be reflected in all aspects of United Way's work – service delivery, staffing, and volunteer participation.

Equal Opportunity Employer

Employer of National Service: AmeriCorps, Peace Corps and other National Service alumni are encouraged to apply

All job requirements listed indicate the minimum level of knowledge, skills and /or ability deemed necessary to perform the job proficiently. This position description is not intended to be construed as an exhaustive statement of duties, responsibilities or requirements. Team members may be required to perform any other job-related instructions as requested by their supervisor.