



**The DC Vote Public Affairs Intern** will gain hands-on experience in the areas of public policy, issue advocacy, community outreach, and volunteer recruitment and management. The intern will work a minimum of 20 hours per week with the Public Affairs Department and have responsibilities in the following areas.

### **Advocacy and Outreach**

- Conduct issue briefings with coalition partners, non-profits, community and youth organizations
- Support legislative advocacy in an effort to execute rallies, lobby days, call-in days and sign-on letters
- Assist with program development as necessary
- Support DC Vote's recruitment and education efforts
- Support DC Vote at local community events by sharing information and material
- Communicate with our Coalition and strategic partners about upcoming meetings and events

### **Volunteer Management**

- Recruit volunteers to assist with data entry and other office work
- Schedule volunteers to attend advocacy events and rallies

### **Administrative**

- Help maintain the data integrity of our database by making regular updates to our intranet
- Responsible for control, maintenance and assembly of event materials
- General office duties

### **Skills and Qualifications:**

- Strong organizational skills
- Adept at working independently
- Ability to multi-task
- Ability to take direction from multiple sources
- Comfortable with public speaking
- Great interpersonal skills
- Excellent written and oral communication skills
- Community outreach or advocacy experience preferred

**To apply, please e-mail a resume and cover letter to [resume@dcvote.org](mailto:resume@dcvote.org).** Please, no phone calls.