

NATIONAL LAW CENTER ON HOMELESSNESS & POVERTY

Policy Internship

Internship Description:

The National Law Center on Homelessness & Poverty is seeking a motivated, highly organized undergraduate student or recent college graduate to intern with the Law Center. The Law Center, a private non-profit in Washington D.C., is the nation's only legal advocacy organization dedicated to using the power of the law end and prevent homelessness. Since its founding, the Law Center has been a catalyst for critical civil and human rights advocacy.

The Policy internship will provide the student with the opportunity to learn about homelessness and poverty in the United States while developing critical research, advocacy, program management, and communications skills. The intern will work with the Law & Policy team, and have the opportunity to work in several program areas, depending on the needs of the Law Center and the interest of the student.

Responsibilities May Include the Following:

- Draft and conduct research and writing assignments supporting Law Center staff on issues related to the criminalization of homelessness, renters' rights, human right to housing, or access to education for homeless children and youth
- Support the Law Center's efforts to collaborate with strategic partners on developing resources and coordinating advocacy efforts across the country by assisting with preparation, hosting, and follow-up for training and public education events, including webinars, presentations, and conferences.
- Conduct brief intake calls with advocates, service providers, and people experiencing homelessness for technical assistance and referrals.
- Develop content for publications, blog posts, infographics, newsletter articles, social media posts, and other communications pieces to promote the Law Center's programmatic priorities.
- Support the Law Center's efforts to cultivate strategic partnerships with multiple stakeholders including federal and state agencies, members of Congress, pro bono law firms, and other nonprofit organizations.
- Assist with management of electronic and physical files and provide administrative and case management support.

Qualifications:

The ideal candidate will be a mature, organized, detail-oriented undergraduate, graduate, or recent graduate with a demonstrated commitment to social justice and anti-poverty issues, an eye for detail, and a desire to further develop research, advocacy, and communications skills while learning about non-profit program management. Applicants should possess strong skills in written and oral communications, organization, and research. Prior work experience with data management tools and methods is a plus. The internship is unpaid.

How to Apply: Email cover letter, resume, short writing sample, and list of three references to Deborah Shepard at HR@nlchp.org. Please indicate "Policy Internship Application" in the subject line. No calls please. Due to the high volume of applications, NLCHP will not accept phone calls about the position and does not notify applicants of status except when an interview is granted.