



### **PUBLIC POLICY/ADVOCACY INTERN DESCRIPTION:**

United Ways of Texas (UWT) is seeking a highly motivated intern to assist in the analysis, organization, communication, tracking, and advancement of United Ways of Texas legislative priorities. The intern will acquire practical experience while gaining first-hand exposure to the legislative process in Texas. Key responsibilities for the internship include tracking and analyzing legislation, assisting with policy communications to membership, and conducting research projects on UWT public policy issues. The internship will provide a valuable opportunity to directly contribute to United Way's work driving systemic change that positively impacts communities across Texas.

### **QUALIFICATIONS/EXPERIENCE:**

- At least 60 hours of college credit;
- Experience/interest in the nonprofit sector and public policy;
- Excellent verbal & written communications skills;
- Must be organized self-starter who can exercise independent judgment and can work independently when needed;
- Working knowledge of Microsoft Word and Excel;
- Detail oriented while managing multiple projects.

**HOURS:** 10 hours per week. Flexible, Monday-Friday 8am-5pm. This position is available immediately.

**SALARY:** \$1,000 stipend provided

**ABOUT UNITED WAYS OF TEXAS:** UWT is the collective, nonpartisan voice of Texas United Way organizations at the Capitol. We work to be sure that critical pieces of legislation are passed and implemented in a way that is supportive of Texas communities. Given the varied interests of United Way organizations across the state, UWT works directly on policy issues that fall within the broad topics of education, financial stability, health, and the nonprofit sector.

Interested applicants should send cover letter, resume, and writing sample to [Kimberlee.brown@uwtexas.org](mailto:Kimberlee.brown@uwtexas.org). Please include "Public Policy/Advocacy Intern" in the subject line.