



Public Policy Internship

Founded in 1998, Proof Alliance is the largest organization in the U.S. dedicated to preventing prenatal alcohol exposure and improving outcomes for people impacted by fetal alcohol spectrum disorders (FASD). We use a systems approach to build alliances with partners in the education, research, legal/judicial, healthcare, legislative and social service industries. Together, we advocate for greater funding of services, further development of awareness and an FASD-informed future. Join us in this meaningful work!

WORK STATUS: Non-Exempt, Part Time Temporary Internship

SALARY: \$18/hour with sick time accrual

LOCATION: This position is in St. Paul, Minnesota. Proof Alliance values a flexible working environment and currently works in a hybrid environment with time spent in the office and remote, depending on the position requirements.

REPORTING STRUCTURE: This position reports to the Director of Programs and Public Policy.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Assisting the Director of Programs and Public Policy with work related to Proof Alliance's statewide and national policy platform
- Assist with planning and coordination of annual FASD Advocacy Day at the Minnesota State Capitol
- Calling and scheduling appointments for advocates with their local representatives
- Advocate development & recruitment
- Attending legislative committee meetings or events and taking notes
- Attending disability-focused public policy coalition meetings and taking notes
- Directed policy research
- Meeting/event planning & coordination

QUALIFICATIONS:

- Passion, energy and excitement for creating lasting change through policy initiatives
- Strong professional writing and communication skills
- Ability to work with diverse populations
- Ability to multitask while maintaining strong attention to detail
- Basic knowledge of the MN legislative process
- High proficiency in Microsoft applications
- Flexibility in dealing with the fluidity of the MN Legislative schedule
- Enthusiasm for working with FASD-specific policy needs

ADDITIONAL INFORMATION:

The internship is to be used by an individual that wants to build their resume, receive a letter of recommendation, and gain experience with a nonprofit organization. The preferred length of the internship would be approximately December 2024 through May 2025. Proof Alliance is an equal opportunity employer and strongly encourages diverse candidates to apply.

HOW TO APPLY: Please email ALL the following information to humanresources@proofalliance.org. Applications received by October 31, 2024 will receive priority. Candidates with incomplete packages may not be considered.

1. Your resume
2. Your cover letter telling us:
 - Why you are interested in this position.
 - How you believe you meet the qualifications.