



Public Policy Intern

BACKGROUND: At Inter-Faith Food Shuttle, we believe that hunger is unacceptable. We work every day to provide food, programs and services for our neighbors who are vulnerable to food insecurity. Over 35 years of service, we have forged deep ties in our seven-county service area, and we are called to raise the voice of our neighbors in the development and adoption of public policy solutions that address the root causes of hunger.

SCOPE OF WORK: The Public Policy Intern will join the Office of Communications, Policy and External Affairs as we develop our program advocating for public policies that address hunger, food insecurity, and related issues. The intern will report to the Director of Communications and Public Policy and will assist in identifying key decisionmakers in state and local government who may impact our issues, connecting with potential partner organizations, drafting materials and tracking the progression of our priority issues.

RESPONSIBILITIES:

- Compile demographic data for use in communications with policymakers and other stakeholders as we paint a picture of hunger and related issues in our service area;
- Identify key decisionmakers in government and other arenas with potential impact on public policy related to food insecurity, create power map by assessing their level of influence and position on our issues;
- Assist in drafting materials advocating for our policy priorities;
- Compile and manage contact lists for our partners and potential partners;
- Attend meetings (typically virtual) of partner organizations to track current events and issues.

REQUIREMENTS:

- Knowledge of state government and the legislative process.
- Strong writing and communication skills.
- The ability to work professionally and effectively with staff, volunteers, and participants in a cross-cultural, multi-disciplinary environment.
- Strong online research skills.
- Solid organizational skills.
- Proficiency in Microsoft Office Suite.

TIME COMMITMENT:

2-3 days a week, 10-15 hours per week

COMPENSATION:

This is an unpaid/volunteer internship.

TO APPLY: Submit an application, resume and cover letter to Susan Meador, Volunteer Services Director, susan@foodshuttle.org and use the subject line: Public Policy Internship