



Company: Children's Defense Fund Texas

Job Title: Health Care Policy Intern (20 hrs/wk)

Job Location: Austin, Texas, United States

Internship Dates: Spring, summer and fall internships available

Stipend: \$450 summer, \$750 fall/spring if funds available.

Deadline: Applications are accepted and interviews are done on a rolling basis, but the deadline for:

Fall applicants is Aug 1.

Spring applicants is Dec 1.

Summer applicants is Apr 15.

Job Description: The internship is based in Austin (remote during the COVID-19 pandemic) and provides general support for the CDF-TX Policy Department. The intern works 20 hours/week, and provides substantive research, compiles reports, monitors interim legislative committees and helps with the execution of advocacy-related activities, including story collection, public education, legislator visits, legislative briefings, special event planning, and social media work.

Primary Responsibilities:

- Produce policy research, memos, and training material
- Conduct research on state and federal healthcare policy, state lawmakers, media trends, and other subjects as needed
- Coordinate meetings with state lawmakers and their staff
- Collaborate with partners on coalition-wide activities
- Assist in the development and execution of special projects, such as the #SickofitTX Campaign
- Perform other division, department, and organization-wide projects as needed
- Assist in maintaining CDF's social media platforms

Job Requirements:

- Ability to work effectively and calmly in a fast-paced, high-pressure environment
- Strong organizational and execution skills
- Attention to detail
- Commitment to social advocacy and CDF's mission to be a voice for all children
- Ability to organize facts and present issues in a clear, concise and logical manner, both orally and in writing
- Good interpersonal skills and the ability to interact diplomatically and professionally with CDF staff and external partners/contacts
- Strong computer, Internet and research skills

Application Instructions: To apply, candidates should send a resume and a one-page cover letter to: Cindy Ji (cji@childrensdefense.org) and type POLICY INTERN in the subject line.

Contact: Cindy Ji, Health Policy Associate

Email: cji@childrensdefense.org

Website: www.cdftexas.org