



ST. STEPHEN'S

Ending Homelessness

INTERNSHIP OPPORTUNITY

TITLE: Advocacy Intern
REPORTS TO: Executive Director
SCHEDULE: Negotiable (10-15 hours per week; some evenings, 4 – 12 months)
JOB TYPE: Internship
COMPENSATION: Unpaid

ABOUT US

St. Stephen's Human Services is an innovative and collaborative nonprofit organization whose mission is to end homelessness. We progress toward this goal through a range of effective programs including street outreach, shelter, and housing for individuals and families. We meet people experiencing homelessness where they are and accompany them on their journey to safe, stable housing and a healthier life. We believe that housing is a basic human right. St. Stephen's is an Equal Opportunity Employer/AE.

St. Stephen's is proud to be an equal opportunity workplace and strives to promote an environment that is diverse and inclusive where all individuals are treated with dignity and respect.

POSITION OVERVIEW

The Advocacy Intern will work to educate, organize and mobilize support to advance the advocacy agenda of St. Stephen's Human Services and to provide support to the Board of Directors Advocacy Committee.

PRIMARY DUTIES

- Work with Executive Director and Advocacy Committee to advance the St. Stephen's legislative Advocacy Agenda.
- Assist in the development of a St. Stephen's Advocacy Team and Speakers Bureau.
- Track government action on Advocacy Agenda items, developing targeted and strategic messaging and communications.
- Support the advocacy work of key partner organizations.
- Support the Advocacy Committee by preparing agendas, scheduling and attending meetings, and taking minutes.

- Research and prepare legislative updates, advocacy materials, and communications.
- Manage the Advocacy Corner of the St. Stephen's Newsletter and Website.
- Other responsibilities as needed and assigned.

REQUIRED QUALIFICATIONS

- Commitment to our mission of ending homelessness
- Must work respectfully with clients and key stakeholders who are diverse with respect to race, ethnicity, gender orientation, socio-economic status, and religion.
- Some college education or experience in a similar role, such as community organizing.
- Proficiency with Microsoft Office Products and the Internet.
- Organized and able to multi-task and prioritize.
- Able to follow through and carry out projects in a timely and independent manner.
- Excellent written and verbal communication skills.
- Able to maintain information confidentiality where necessary.
- Must pass background check.
- Must be able to attend 4:30 pm meetings the second Tuesday of every month.

PREFERRED QUALIFICATIONS

- Able to attend occasional evening meetings and events.
- General interest in and knowledge of Minnesota politics.
- Ability to educate and advocate to the public, community groups, and government officials on issues of homelessness.
- Demonstrated ability to work with diverse populations and a diverse workforce.
- Experience being a collaborative and contributing member of a team and organization.
- Creative self-starter also comfortable taking direction from others.
- Commitment to social justice about making positive change in the world.

HOW TO SUBMIT YOUR APPLICATION

Please submit a cover letter and resume addressed to Gail Dorfman at TAjax@ststephensmpls.org. Qualified applicants will be selected for interviews as applications are received. Applications will be accepted until position is filled. No phone calls please.