



## HOPE Programs and Public Policy Intern

This position supports advocacy and policy efforts for Hispanas Organized for Political Equality (HOPE), a nonprofit and non-partisan organization serving Latinas in California. HOPE is looking for a proactive, organized, and committed individual to assist the organization with its advocacy and policy platform in the issues areas of health care, education, economic empowerment, and civic participation. This position aims to support the Programs and Policy Director with analytical writing and research support.

### Position Description:

- Assist with projects related to the HOPE Leadership Institute
- (January-May) Analyzing the California state budget, tracking legislation, drafting letters of support for legislation in HOPE issues areas
- Researching demographic data on Latinas in California.
- Coordinating advocacy projects and communications
- Other Projects as assigned.

### Qualifications:

- Be enrolled in an accredited two or four-year institution or graduate program.
- Be interested in pursuing research in the social sciences in a fast-paced non-profit setting.
- Commit to 16-20 hours a week and be able to work off-site and communicate projects.

### Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills.
- Strong organizational and planning skills.
- Possess initiative to carryout duties with minimal supervision.
- Computer Literate.
- Previous public policy experience highly desired. Excellent written and verbal communication skills.
- Advanced knowledge and proficiency in Microsoft Office.
- Commitment to HOPE's mission and goals.
- Drive and a fantastic attitude!
- Bilingual Spanish, a plus.

### Commitment & Schedule

The intern will report to the HOPE office located at 634 S. Spring Street Suite 920, Los Angeles, CA 90014 cross street 7th Street in downtown Los Angeles. Office hours are Monday through Friday from 9:00 am to 5:00 pm. Schedules are flexible, but interns are expected to commit a minimum of 16 hours/2 days a week.

\*Business casual attire and sometimes business professional attire will be required.

### Compensation & Benefits

This is an unpaid intern position with reimbursement for parking/bus transportation. Opportunity for school credit is available. Access to hope events and activities will be available during the internship term. Please send resume to Jennifer Leger [jleger@latinas.org](mailto:jleger@latinas.org). Applications are accepted year-round. Visit [www.latinas.org](http://www.latinas.org) to learn more about HOPE.

#### Hispanas Organized for Political Equality

A Nonprofit Leadership, Advocacy and Education Organization

634 S. Spring Street, Suite 920, Los Angeles, CA 90014 • (213) 622-0606 • [www.latinas.org](http://www.latinas.org)