

INTERNSHIP NOTICE: Policy Program Support Intern

Looking for an internship where you can contribute to changing life in foster care for young people across the country? Consider joining the team at FosterClub, the national network for young people in foster care (learn more about us at www.fosterclub.org).

FosterClub seeks an energetic, organized, and adaptable person to fill the role of Policy Program Support Intern at our Seaside, Oregon headquarters. (We may consider Washington DC placement for the right candidate). The Policy Program Support Intern works to advance FosterClub's mission to ensure that the expertise of youth who have experienced foster care is elevated, understood and prioritized in legislation and administrative policies that govern federal and state child welfare programming. The Policy PSI will work closely with the Policy Team and Members of our Young Leaders Network to expand our bipartisan coalition of youth, families, legislators, care-providers, federal and state child welfare administrators, funders, and concerned citizens working for a more equitable and youth-centered child welfare system.

Policy Program Support Intern will be responsible for supporting the FamilyFirstAct.org website, and FosterClub Young Leaders engagement in relevant and timely federal policy and system change opportunities.

Term Details

Classification: Temporary Internship

Compensation:

- \$300 per week
- Up to \$1200 end of session honorarium (prorated based on internship term)
- Housing provided in Seaside

Reports to: Policy Manager, Angel Petite

Start Date: Flexible

Internship Length: Flexible, up to 4 months

Location: Position is sited in Seaside; may consider Washington DC placement for right candidate

Regular performance evaluations are standard throughout the organization. The regular work schedule will be 9:30AM - 5:00PM Monday through Friday with a 30 minute lunch; some extended hours and/or schedule changes may occur.

FosterClub offers housing for Seaside-based interns along with a time bank for approved time off during the internship. Information about our work environment and culture can be found in the FosterClub Culture section of this job notice.

What You'll Do

- Manage the FamilyFirstAct.org inquiries, resource collection and posting, and support users on the site, including Learning Collaboration Hub and National Partner Hub users.
- Lead development of user guide for Collaboration Partners, Learning Collaboration and National Partner Hubs.
- Improve constituent representation on FamilyFirstAct.org by working closely with Communications staff to elevate opportunities for visual, messaging improvement.
- Coordinate and assist in the development of electronic and written materials for Policy projects, presentations, and status updates
- Help identify needed resources for Policy Department, focused on FamilyFirstAct.org

- Support partner relationships for FamilyFirstAct.org
- Provide training support and distribution of educational materials to Young Leaders
- Provide peer leadership for weekly PeerUP! meetings
- Work with Policy Manager and Communications staff to monitor project communication efforts
- Work collaboratively to reduce racial and gendered outcome disparities for youth and families engaged in the child welfare system.
- Complete an Evaluation & Capstone project through building a professional portfolio throughout the internship.
- Other duties as assigned and as skills demonstrate capacity (this list is not meant to be exhaustive).

What You'll Learn

- Understand how federal policy impacts young people experiencing foster care and how young leaders (and other constituents with lived experience) can be engaged.
- Understand who national child welfare orgs are and how they are shaping policies, understand how implementation is key to successful policy.
- Understand how to increase and leverage national partnerships - working towards a shared goal of successful implementation of child welfare policy.

Who You Are

- You are excited about supporting the voices of lived experience in policy and system change.
- You know how to work in a team and understand that your success is measured by the team's success.
- You are organized and care about the details. You're the person who catches things that would otherwise fall through the cracks.
- You are a good listener and a good writer.
- You can juggle multiple tasks or projects and prioritize them accordingly. You meet your deadlines, often with time to spare.
- You are thoughtful when giving feedback and are open and receptive to receiving it in kind.
- You are able to engage with a diverse team of staff and young leaders, especially youth of color and youth who may identify as LGBTQ+, or otherwise gender-nonconforming; and are committed to reducing the impacts of structural and interpersonal forms of racism, homophobia and related oppressions. It would be really great if you have worked directly with people from diverse racial, ethnic, religious and socioeconomic backgrounds. Even better if you know something about anti-racist organizing principles.

What You've Already Done

- Obtained a high school diploma or equivalent; we'd like you to have some college experience.
- Have some work and/or volunteer experience
- We would prefer that you have lived experience with the foster care system.
- It would be awesome if you have experience with website content creation and editing.

OR

- You are able to show a satisfactory equivalent combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the job successfully

Physical Demands

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this internship. While performing the duties of this internship, the intern is regularly required to:

- Sit at desk keyboarding and on the telephone - 70% of the time
- Occasional lifting <35lbs
- Climb one flight of stairs for staff meetings 2x's per week.

Travel

Very occasional overnight travel may be required for program or other needs. Travel to and from the internship at the beginning and end of the term will be facilitated through and costs covered by FosterClub.

To Apply

- A resume and cover letter, submitted in PDF format, are required. Please submit these to Angel Petite, Policy Manager, via email at policy@fosterclub.com
- Due to limited resources FosterClub will only contact shortlisted candidates
- Any offer made will be conditional on receipt of two satisfactory references (from a recent employer or supervisor and a character reference)
- Upon receipt of a conditional offer of employment the applicant will be expected to undergo a criminal background check and motor vehicle records check

The FosterClub Culture

FosterClub is located in a light-filled, open-plan office situated just blocks from the beach and downtown Seaside. We regularly welcome the well-socialized, well-behaved dogs of our staff into the office. Our dress is best described as casual to business casual. Each week includes a Wellness Hour which may offer guided yoga classes or the opportunity to take a walk, meditate, or participate in other individually-directed wellness activities. Our team actively engages in both individual and collective work to support meaningful diversity, full inclusion and equitable outcomes. We provide consistent and ongoing opportunities for collaboration, innovation, and coaching. Regularly scheduled 1:1 staffings, full staff meetings, and/or program team meetings are held to allow for conversations that then lead to improved individual, team, and organizational performance. Yearly staff retreats offer time to refocus and strategize as well as space for team-building activities, shared meals, and fun.

Our days are routinely fast paced and our to-do lists can be unpredictable. We may find ourselves working long hours in order to welcome a new session of All-Star interns, complete a grant application or report, get a project across the finish line, or to assist youth as they prepare to share their experiences and recommendations with others who are committed to improving the child welfare system. We expect staff to strategically prioritize multiple tasks or projects in order to bring an assignment or program vision to life. We value a growth mindset, a can-do attitude, and the willingness to dig in to create space for “FosterClub Magic.” Our work is sometimes difficult, but always rewarding. FosterClub strives to create an environment in which high levels of professional performance and accountability are the norm, balanced with the benefits and flexibility that support healthy work/life harmony.

EEO Statement

FosterClub is committed to building a more diverse, accessible, and fully inclusive work environment. We strive to be a workplace where people of color, LGBTQ+, and those with non-traditional career trajectories can thrive. As an Equal Opportunity Employer we are also committed to upholding applicable federal, state, and local laws and regulations prohibiting unlawful discrimination in employment on the basis of age, ancestry, gender identity or expression, marital status, national origin, political ideology, race, religion, sexual orientation, veteran status, or the presence of a physical, cognitive, or sensory disability. Black, Indigenous and other People of Color (BIPOC), LGBTQ+ folx, women and people with lived experience in foster care are urged to apply.

**To learn more about FosterClub please visit
www.fosterclub.org**

