



Policy Program Support Intern

Classification: Temporary Internship

Compensation: \$300 per week; \$2500 end of session honorarium and internship-provided housing

Reports to: Policy Manager, Angel Petite

Start Date: Sept. 16, 2019 or ASAP

Position Summary

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.

Essential Functions

The three deliverables for this internship are:

- Managing the FamilyFirstAct.org inquiries, resource collection and posting, and supporting 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.

Learning Objectives

- 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

Evaluation & Capstone Project

- Policy Program Support Intern will build a professional portfolio throughout the internship.

Provide Support for the work of Policy - focused on FamilyFirstAct.org:

- Coordinates and assists in the development of electronic and written materials for Policy projects, presentations, and status updates
 - Helps identify needed resources for Policy Department, focused on FamilyFirstAct.org
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- Preparing project/event reviews
 - Coordinate with other departments as necessary
 - Maintain financial recordkeeping for projects and events
 - Support partner relationships for FamilyFirstAct.org
 - Provide training support and distribution of educational materials to Young Leaders
 - Work with Young Leaders Department to ensure critical project needs are elevated in preparation for summer internship
 - PeerUp - provide peer leadership for weekly PeerUP! meetings
 - Work with Policy Manager and Communications staff to monitor FamilyFirstAct.org communication efforts
 - Works collaboratively to reduce racial and gendered outcome disparities for youth and families engaged in the child welfare system.
 - "Other duties as assigned - *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*"

Physical Demands

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

- Sitting at desk Keyboarding 70% of the time
- Occasional lifting <35lbs
- Climb one flight of stairs for staff meetings 2x's per week.
- High energy walking at events
- Facilitation of physical activities

Position Type/Expected Hours of Work

- Regular office hours Monday - Friday 8:30am - 5:00pm, willing to discuss and accommodate slight adjustments
- Limited travel and overnights while supporting team members and Young Leaders to fulfill contractual obligations at events and engagements nationwide
- Occasional after-hours response to emergency type situations

Travel

- Travel and Flying < 20%

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.

Signatures (cc: file, employee)

This job description has been approved by all levels of management:

Manager _____ Date _____

C.E.O. _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____