



SOUTHERN CALIFORNIA
GRANTMAKERS

Job Description

Position: Public Policy Intern (Paid)
FLSA Status: Non-exempt
Reports to: Senior Manager, Public Policy and Government Relations
Location: Los Angeles, CA

Position Overview

Southern California Grantmakers (SCG) seeks an enthusiastic and passionate **Public Policy Intern** for the Fall Semester 2016 (September 2016 to December 2016) with a potential to extend the internship. The Public Policy Intern will support the public policy research, advocacy, and government relations work of the Public Policy and Government Relations Team. This team consists of 4 persons, including the Intern. We expect the Intern will focus initially on public policy issues relating to veterans, child welfare, environment, homelessness, criminal justice, the environment and other topics that emerge.

The Intern would gain valuable experience in analyzing public policy, working in the nonprofit community, and connecting with foundation, nonprofit, and government professionals.

Key Responsibilities and Tasks:

The Public Policy and Government Relations Team is a high-paced environment. The Intern's tasks will include, but not limited to:

- Monitor, research, and analyze public policy/legislation at the federal, state, and local level;
- Write policy memos;
- Assist with research and program development for public policy;
- Assist with planning and implementation of Foundations on the Hill and Sacramento Day;
- Provide administrative support, including scheduling meetings and phone calls for the public policy team, data entry (as needed), maintenance of files, and mailings (infrequent); and,
- Conducting other duties as assigned.

Opportunities and Support

SCG believes internships serve a critical role in the undergraduate/graduate school experience. The Public Policy and Government Relations Team recognizes that interns bring knowledge, excitement, and passion to our team, and we are committed to ensuring that interns:

- Have daily access to the manager to ask questions, test ideas, and process information;
- Attend interesting policy events (such as SCG's events, legislative hearings, or speeches);

- Connect with the network of professionals at SCG to learn more about our organization and the policy environment in Los Angeles; and,
- Have challenging and fulfilling work that helps advance and refine career interests.

Qualifications and Requirements

- Enrolled in:
 - A master's degree program in public affairs, public policy, public administration, urban planning, nonprofit management, or related field; or,
 - An undergraduate program with previous internship experience in city, state, and/or federal government will be considered
- Experience or interest in working on public policy issues such as homelessness, veterans affairs, community development, transportation, environmental policy, tax policy, foster care, criminal justice, child welfare, or other related public policy issues
- Exceptional communication skills, including written and oral
- Ability to manage multiple projects under various deadlines
- Very strong interpersonal skills
- Highly resourceful team player, with the ability to also be extremely effective while working independently.
- Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Work collaboratively and with a flexible, open attitude with respect to duties and assignments.
- Enthusiasm and passion in public service
- Understanding of the philanthropic and non-profit community in the region is preferred but not required.

Compensation: Interns commit to a minimum of 16 hours per week and no more than 20. This position pays \$14-17 per hour, dependent on experience, and is a non-exempt, paid internship.

Application Process: Applications must be submitted no later than **August 15, 2016.** To apply, please submit a letter of interest, résumé, and writing sample (no more than two pages) to Karen Freeman at Karen@socalgrantmakers.org. No calls please.

About the Organization

SCG is a nonprofit regional membership association serving Los Angeles, Orange, Riverside, San Bernardino, Santa Barbara, San Luis Obispo, Kern and Ventura counties. Founded in 1973, SCG currently serves more than 300 members who, together, represent the spectrum of philanthropy, including corporate foundations and giving programs, family foundations, private independent foundations, community foundations, public foundations, government grantmakers and individual philanthropists. SCG provides extensive learning and networking opportunities for members, while using the power and breadth of these same organizations and individuals to be a voice for philanthropy in the region.

Additional information on SCG can be found at: <http://www.socalgrantmakers.org>.