



## INTERN JOB DESCRIPTION

The Women's Equity Center and Action Network (WE CAN) is a national network of engaged and motivated women and girls of color focused on social justice, equal opportunity, and improved quality of life. **WE CAN's mission is to educate, engage, and activate women of color.** WE CAN does this by providing information, tools, and resources to enable them to engage with local, state, and federal policymakers and other stakeholders who make decisions that affects their daily lives.

WE CAN seeks a motivated **Intern** interested in civic engagement, policy and advocacy, women's issues, equity, and social justice, to work closely with our Founder, Board of Directors, staff and volunteers to advance WE CAN's goals. The most desirable candidate will have excellent organizational and writing skills and pay meticulous attention to detail in his/her work. The internship will provide a substantive learning experience and an opportunity to contribute to the field. The intern will be expected to work up to 20 hours per week in the **virtual internship** for an initial three (3) month period but may be renewed.

### Major Responsibilities:

- Conduct research on a wide range of policy issues and create policy portfolios, blog posts, issue briefs, and other written documents;
- Track legislation on student loan debt, COVID-relief, criminal justice, reproductive health, federal budget, and other issues relevant to women of color;
- Assist in the planning of webinars, podcasts, and events;
- Research and identify multi-issue advocacy groups around the nation;
- Attend briefings and hearings on pertinent issues and draft summaries for circulation to the WE CAN Network; and,
- Manage website updates, including identification and posting of relevant news items, Congressional hearings and learning events.

### Characteristics Desired in the Intern:

- Organizational Skills: Capacity to manage a variety of tasks effectively and efficiently.
- Computer Skills: Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Writing/Editing Skills: Assist in the writing and editing of a variety of materials.
- Knowledge Base: Basic understanding of the federal policy process and health, human services, women, and family issues.

**Compensation:** This internship will pay \$15 per hour, up to 20 hours per week for a total monthly stipend of \$1,200.

**To Apply:** Please e-mail résumé, cover letter, and a short writing sample to [stephanie@womensequity.org](mailto:stephanie@womensequity.org) with "**Intern Application**" in the subject line. Applications will be considered on a rolling basis. **NO PHONE CALLS PLEASE.**

*WE CAN is an equal opportunity employer.  
Qualified ethnic, racial, and cultural minority candidates are encouraged to apply.*