



**Girls Inc. Summer 2023 Internship
Public Policy Office, Washington DC**

Location: Washington D.C. in-person preferred, remote possible.

Hours: Minimum 30 hours a week.

Benefits: A stipend will be provided.

ABOUT US

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and affect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. The Girls Inc. Public Policy Office leads this work and helps increase the capacity of our affiliates and girls to engage in advocacy, at the federal, state, and local levels. Together with partners and supporters, we are building a new generation of leaders.

ABOUT THE INTERNSHIP

This internship has the option to be remote or in person, although in-person is preferred. The Summer Intern will support the Public Policy team's efforts on a number of issues affecting girls' lives including, but not limited to, preventing and addressing gender-based harassment and violence, school discipline reform, supporting girls' mental health, promoting comprehensive sex education, and youth civic engagement. Because the DC team is small, the intern will have many opportunities to observe and participate in substantive work to implement Girls Inc.'s public policy priorities.

The Public Policy office intern's duties may include:

- Planning, scheduling and preparing for meetings on Capitol Hill, at federal agencies, or with coalition partners, as well as both virtual and in-person events (e.g. Lobby Day and Girls Inc. Teen Advocacy Council DC Fly-in);
- Supporting our grassroots engagement efforts; drafting communications to our affiliates and network of supporters (including social media content); drafting action alerts, letters, and other communications to elected officials and the broader public;
- Researching and tracking legislation and other policy initiatives affecting girls as needed;
- Staying abreast of and updating the team regarding relevant news and policy developments as needed.

The ideal candidate will have experience with:

- Communications
- Event planning
- Lobby Day scheduling
- Project management

HOW TO APPLY

Interested candidates should send a **cover letter, resume**, and an *optional* short **writing sample** (no longer than 1-2 pages, ideally a blog or opinion piece) to Kristen Velloza at advocacy@girlsinc.org.

AN EQUAL OPPORTUNITY EMPLOYER

At Girls Inc., we create a diverse, inclusive, equitable environment where all can thrive, as that is what is required to inspire all girls to be strong, smart, and bold. Girls Inc. seeks to hire, retain, and personally and professionally support talented people who come from a wide range of races, ethnicities, cultures, nationalities, ages, gender identities, sexual orientations, religions, socioeconomic backgrounds, and abilities. We believe that when we bring together a diverse employee community and make a sincere and intentional commitment to equitable and inclusive policies, practices, and actions, we are a better organization. Seeking out a range of ideas and perspectives leads to better problem-solving. Working in diverse teams broadens dialogue and promotes creativity, ultimately enhancing our effectiveness as we executive our mission and model the world we want to see.

Revised 4/23.