



## Public Policy & Advocacy Intern

Hispanic Unity of Florida  
Job Description

**Job Title:** Public Policy & Advocacy Intern  
**Reports To:** President/CEO  
**Hours:** **Temporary Position** - 40 per week for 36 weeks  
**Contact:** Email resume to: [JBacallao@HispanicUnity.org](mailto:JBacallao@HispanicUnity.org)

### Job Summary: (Temporary position – 36 weeks)

This position is primarily responsible for supporting and coordinating HUF's policy and advocacy work including relationship building, communication, researching, tracking results, reporting, and coordinating the activities related to this work.

### Relationship Building

1. **Establish relationships with local, state and congressional policymakers** by engaging in the following relationship-building activities on an annual basis.
  - **Send newsletters and annual reports** to local, state and federal policymakers
  - **Invite policymakers**, their staff and the media to events and/or invite them for an informal visit to see HUF's work.\*
  - **Periodically visit policymakers** in their district offices or in Tallahassee or DC.\* (Create an annual calendar on the best times to make these visits.)
  - **Recognize policymakers** at every opportunity at events, in newsletters, etc.\*

\*Where appropriate involve HUF Board Members and/or other key influencers to meetings.

### Communication & Messaging

2. **Craft communication messaging:** Including emails, letters and various other communication pieces
3. **Social Media:** Work with CEO and Marketing Committee and Marketing Director to coordinate, craft and post social media messages on policy issues



### Research & Legislation Tracking

4. **Research:** Assist in investigating key issues as identified by HUF senior staff as well as provide background information on the policymakers' staff who will be at the meetings – including voting history and other important facts about their interests, background, etc.
5. **Follow key pieces national legislature:** U.S. – Federal bills can be followed at <http://thomas.loc.gov> or through a network of other organizations engaged in specific public policy areas who are already tracking this information. This website also lists committee meetings and session schedules. The schedule for the U.S. House of Representatives and the U.S. Senate varies, but they meet throughout the year with a break in the summer and in observance of holidays.
6. **Follow state-wide legislative matters.** On the local level, sign-up for, read and share any key County Commission agenda item that could have an impact on HUF and/or its clients
7. **Staying Informed:** Read and stay abreast on key policy issues as identified by HUF team. Read the newspaper daily and key websites.

### Contact Lists & Appointment Setting

8. **Appointments and Materials:** Assist HUF senior staff in setting up meetings, preparing materials needed, crafting Thank You letters and notes and ensuring these occur in a timely manner (ie sent out within two days of the meetings.)
9. **Policy Maker Contact List:** Create and maintain up to date an Excel spreadsheet with the federal and state policy makers contact information along with a set of labels with their addresses. Identify key staffers for key policy makers. Secure contact information for local and county government as well and identify key aids.
10. **Press Contact List:** Develop press contact list and update periodically. Assist with press relationship building including: setting up informal get-to-know each other meetings and providing information on issues.
11. **Coalition Lists:** Assist in creating and maintaining a variety of databases with contact information on specific
12. **Grassroots Databases:** Assist with identifying and creating HUF client lists which can be used for advocacy

### Tracking & Reporting

13. **Support the HUF Public Policy Committee:** Assist with setting up meetings, meeting minutes and communication to this board committee
14. **Track Advocacy Efforts, Costs and Results** - Assist in documenting all advocacy activities, their costs (if any) as well as the results documenting the latter or through formal reports, meeting minutes, etc.
15. **Annual Plan:** Assist senior management team and the board's Public Policy Committee in creating, updating and deploying its annual advocacy/policy plan.



### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Required**

- Solid understanding of a wide range of professional communication techniques and vehicles
- Demonstrated ability to take initiative, work with minimal supervision and work independently when necessary
- Excellent English written and verbal communication skills, sound judgment and discretion with confidential information
- Knowledge and ability to conduct research on policymakers, public policies and specific issues impacting public policy
- Excellent administrative skills
- Possess an enthusiastic demeanor, flexible and adaptable attitude as well as strong follow-through
- Knowledge of time-tracking and record-keeping systems
- High degree of skill with Word, Excel,
- Able to demonstrate sensitivity to and appreciation for diverse viewpoints and different communication styles in a multicultural environment
- Strong interest in and commitment to being a “force for good” for HUF’s clients
- Skill in working in an ***extraordinarily fast-paced*** environment with flexibility to adjust to changing priorities. Ability to deal with competing priorities and meet deadlines
- Able to lift up to 10 lbs.

### **EDUCATION AND EXPERIENCE**

- Bachelor’s degree
- A plus: Policy experience or Legal background
- Minimum 1 year of work or previous internship experience
- Experience working in a diverse and team oriented environment

The person hired for this position will work out of our Hollywood, Florida office.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

#### ***About Hispanic Unity***

*Hispanic Unity was founded 35 years ago by community leaders to ease the acculturation transition for newcomers from other nations. Today this nonprofit provides assistance through 12 programs which includes 30+ services, in four languages, to Broward’s diverse community. Hispanic Unity remains the county’s largest agency dedicated to the immigrant population, providing them with the tools they need to build a new life. In 2016, the agency served 15,000+ clients, from toddlers to adults. The agency offers assistance in eight Broward County sites in addition to 11 Citizenship Class sites and 18 FREE Tax Preparation sites.*

***Its mission is:*** Empowering immigrants and others to become self-sufficient, productive and civically engaged.