

# Public Policy/Administration Intern Job Description

## GENERAL POSITION INFORMATION

TITLE: <b>Public Policy/Administration Intern</b>	REPORTS TO: CEO
DATE: Summer 2019	FAIR LABOR STANDARD ACT STATUS: N/A

## POSITION SUMMARY

Duties will allow emerging student leaders to apply their knowledge and skills in a professional, non-profit environment. Interns are usually highly motivated students looking to make a difference and expand their understanding of the issues surrounding child abuse, sex trafficking and policy change. This internship will provide the student a greater understanding of how research, policy, and practice interact to positively impact our community. In addition, the student will develop enhanced awareness of the structure and function of state government, federal government, NGOs and academic institutions.

Interns have the opportunity to take part in local awareness events, press conferences, Congressional hearings/briefings, roundtable discussions, symposiums and other events in the child abuse/anti-trafficking community to network with leading professionals.

## REQUIREMENTS

The following reflects the definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

## ESSENTIAL DUTIES & TASKS

- Assists in research projects related to youth with problematic sexualized behaviors, child abuse, sex trafficking, etc.
- Assists CEO in preparing written proposals for grants, presentations and/or research projects.
- Prepare presentation materials, which could include handouts and/or powerpoint
- Assists CEO with special projects.
- Maintains and updates donor database filing systems to ensure accurate recording and retention of donors.
- Performs general clerical duties including, but not limited to, filing, photocopying, faxing, and mailing.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Performs other duties as assigned.
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- Performs other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Strong interpersonal skills.

- Ability to understand and follow written and verbal instructions.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgment with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Ability to work independently and as a member of various teams and committees.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.

## **EDUCATION & TRAINING**

- High School Diploma
- Current Student at Accredited Higher Education Institution
- Prefer experience with research

## **PHYSICAL REQUIREMENTS & WORKING CONDITIONS**

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. Reasonable accommodations that do not cause an undue hardship on the company may be made to enable individuals with disabilities to perform the essential functions, as long as that would not hinder or prevent performance of duties, or be of safety concern.

### **Physical Requirements:**

**Light:** *Lifting 0-10 Lbs.*       **Moderate:** *Lifting 0-25 Lbs.*       **Heavy:** *Lifting 25+Lbs*

While performing the duties of this job, the employee is frequently required to do the following:

- Sit for prolonged periods
- Accurately complete detailed forms and reports.
- Perform some repetitive motion activities
- Coordinate multiple tasks simultaneously.
- Ability to speak to individuals and groups about the mission and goals of Mission Kids.

### **Working Conditions and Schedules:**

Interacting with

- Co-workers,
- Donors,
- Board Members,
- Vendors,
- Clients.

Office machinery usage

- Phones
- Fax
- Computers

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### **Necessary traits for this position:**

Seeing       Hearing       Talking\*       Reading\*       Writing\*

Basic comprehension of English language using the traits\* marked above for purposes of safety, management direction and job responsibility and minimal third party interaction.

Proficiency of the traits\* marked above in the following languages for business letters, memos, customer interaction, presentation, demonstrations, employee direction, audits, etc.:

English       Spanish       French       Other: \_\_\_\_\_

## OCCUPATIONAL HEALTH AND SAFETY

Employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control
- Active participation in activities associated with the management of workplace health and safety
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace
- Correct utilization of appropriate personal protective equipment

## ACKNOWLEDGEMENT

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

I have read the above job description. I attest that I can work in these conditions, I am able to perform the essential job functions and can fulfill the basic knowledge/skills/ abilities required to satisfactorily perform this position in addition to any other duties as assigned to me. I will immediately notify my Supervisor if anything arises that would hinder my ability to perform any component of this job description for which I have been hired. Additionally I am able to perform the essential duties and responsibilities with or without a reasonable accommodation as outlined in the Americans with Disabilities Act.

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Intern Signature

Date

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Supervisor's Signature

Date