

The Network: Advocating Against Domestic Violence
Policy and Advocacy Intern

Location: 33 N. Dearborn Street, Ste. 2210, Chicago, IL 60602

Supervised by: The Director of Policy, Advocacy, and Research

Time: 15-20 hours a week (flexible schedule)

Length: Full academic year and/or summer position available

The Network: Advocating Against Domestic Violence (The Network) is a collaborative membership-based organization dedicated to ending domestic violence and the underlying systems of oppressions that sustain it. The Network is the leading systemic advocacy voice on behalf of victims, survivors, and service providers within the Chicago metropolitan area. The Network is committed to leading the development of evidence-based services and advocating for policies that are informed by the unique social and cultural dynamics that all victims and survivors face. Through the strength, knowledge, and first-hand experiences of the membership, The Network is able to amplify voices and build an advocacy agenda that best meets the needs of victims and survivors in the Chicago area.

POSITION SUMMARY

The Policy and Advocacy Intern assists in all policy and advocacy projects including research, developing and understanding of legislative processes, grant writing, and report writing.

RESPONSIBILITIES

- Remain current on domestic violence policies and relevant current events.
- Support policy staff in legislative bill tracking
- Participate in multi-disciplinary working groups that include other non-profit organizations as well as elected officials with policy staff.
- Assist in the writing of grants, policy memos, and policy briefs.
- Assist in the research and writing of data reports.
- Complete other duties as assigned by the Director of Policy, Advocacy, and Research or policy staff.

QUALIFICATIONS

- Strong research and writing skills.
- Able to communicate about domestic violence, sexual violence, and related issues to a diverse audience.
- Interest in domestic violence and/or social justice.
- Able to work independently and in an organized manner.
- Strong computer skills, including proficiency with Microsoft Office applications.
- Experience working with Canva and Survey Monkey is preferred.

WORK ENVIRONMENT: Accommodations will be made to enable individuals with disabilities to perform the essential functions.

- This position operates primarily in an office environment that is accessible. Some work at offsite locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee must occasionally lift and/or move objects up to 40 pounds.
- Travel between the main office and remote locations may be required.
- Occasional night and weekend hours are required.

COMPENSATION

- Stipend: \$1,125 per semester or summer internship.
- College credit is available.

APPLICATION

The Network is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. The Network does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. The Network is committed to a fair and equitable workplace where everyone is a respected and valued member of the team. Black, Indigenous, Latinx, and other People of Color, women, LGBTQI+ people, and those who have experienced domestic violence are strongly encouraged to apply.

Please send your resume and cover letter to Maralea Negron and mnegron@the-network.org. Applications will be reviewed on a rolling basis. Please do not call regarding the position.