



**Company:** Children's Defense Fund Texas

**Job Title:** Health Care/Immigration Policy Intern (20 hrs/wk)

**Job Location:** Austin, Texas, United States

**Internship Dates:** Spring, summer and fall internships available

**Stipend:** \$450 summer, \$750 fall/spring if funds available.

**Deadline:** Applications are accepted and interviews are done on a rolling basis, but the deadline for:

Fall applicants is Aug 1.

Spring applicants is Dec 1.

Summer applicants is Apr 15.

**Job Description:** The internship is based in Austin and provides general support for the CDF-TX Policy Department. The intern works 20 hours/week, and provides substantive research, compiles reports, monitors interim legislative committees and helps with the execution of advocacy-related activities, including story collection, public education, legislator visits, legislative briefings, special event planning, and social media work. Policy areas vary, but generally focus on healthcare and immigration.

**Primary Responsibilities:**

- Research policy to create briefs and training material
- Conduct research on public policy, media trends and other subjects as needed
- Assist in the development and execution of special projects
- Perform other division, department, and organization-wide special projects as needed and assigned
- Assist in maintaining CDF social media platforms

**Job Requirements:**

- Ability to work effectively and calmly in a fast-paced, high-pressure environment and ability to multi-task
- Strong organizational and execution skills
- Attention to detail
- Commitment to social advocacy and CDF's mission to be a voice for all children
- Ability to organize facts and present issues in a clear, concise and logical manner, both orally and in writing
- Good interpersonal skills and the ability to interact diplomatically and professionally with CDF staff and external partners/contacts
- Strong computer, Internet and research skills

**Application Instructions:** To apply, candidates should email a resume and a one-page cover letter to: Cheasty Anderson ([canderson@childrensdefense.org](mailto:canderson@childrensdefense.org)) and type POLICY INTERN in the subject line.

**Contact:** Dr. Cheasty Anderson, Senior Policy Associate

**Email:** [canderson@childrensdefense.org](mailto:canderson@childrensdefense.org)

**Website:** <http://www.cdf-texas.org/>