



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

**Job Title:** Youth Civic Education and Engagement 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 Youth Civic Education and Engagement initiative. The intern works 20 hours/week supporting both our policy and organizing work to increase youth civic education and engagement. The youth civic engagement intern provides substantive policy research and reports and monitors legislative committees and the State Board of Education on improving youth civic engagement and education in Texas. Additionally, the intern assists with outreach to partners and school districts to support the prioritization of culturally sustaining civic education in Texas' public school classrooms. The intern also supports outreach to young people statewide to support our high school voter registration campaign, as well as provides critical support in developing training curriculums to support young people's knowledge of and engagement with state legislative and local civic processes.

**Primary Responsibilities:**

- Plans civic engagement opportunities with and for youth.
- Conducts research on public policy, media trends and other subjects as needed.
- Writes policy briefs and training material.
- Assists in the development and execution of special projects.
- Assist in maintaining CDF's 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 high degree of professionalism.
- Strong computer, Internet and research skills.

**Application Instructions:** To apply, candidates should email a resume and a one-page cover letter to: Maggie Stern ([mstern@childrensdefense.org](mailto:mstern@childrensdefense.org)) and type CIVIC ENGAGEMENT INTERN in the subject line.

**Contact:** Maggie Stern, Youth Civic Education and Engagement Coordinator

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

**Website:** [www.cdf-texas.org](http://www.cdf-texas.org)