Company: Children’s Defense Fund Texas  
Job Title: Health Care 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.  

Primary Responsibilities:  
  • Produce policy research, memos, and training material  
  • Conduct research on state and federal healthcare policy, state lawmakers, media trends, and other subjects as needed  
  • Coordinate meetings with state lawmakers and their staff  
  • Collaborate with partners on coalition-wide activities  
  • Assist in the development and execution of special projects, such as the #SickofitTX Campaign  
  • Perform other division, department, and organization-wide projects as needed  
  • Assist in maintaining CDF’s social media platforms  

Job Requirements:  
  • Ability to work effectively and calmly in a fast-paced, high-pressure environment  
  • 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 send a resume and a one-page cover letter to: Cindy Ji (cji@childrensdefense.org) and type POLICY INTERN in the subject line.  

Contact: Cindy Ji, Health Policy Associate  
Email: cji@childrensdefense.org  
Website: www.cdftexas.org