Company: Children's Defense Fund Texas
Job Title: 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 Immigration Department. The intern works 10 hours/week, and provides substantive research, compiles reports, monitors immigration news and helps with the execution of advocacy-related activities, including story collection, public education, special event planning, newsletters, and social media work.

Primary Responsibilities:
● Policy research, briefs and training material
● Compiles bi-monthly immigration newsletters
● Conducts research on immigration policy, media trends, and other subjects as needed
● Assists in the development and execution of special projects
● Perform other division, department, and organization-wide special projects as needed and assigned

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) and type IMMIGRATION POLICY INTERN in the subject line.

Contact: Dr. Cheasty Anderson, Senior Policy Associate
Email: canderson@childrensdefense.org
Website: www.cdftexas.org