



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 [remote during pandemic] and provides general support for the CDF-TX Immigration Department. The intern works 20 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

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, Director of Immigration Policy and Advocacy

Email: canderson@childrensdefense.org

Website: www.cdf-texas.org