

CENTER FOR HEALTH AND GENDER EQUITY (CHANGE)

Internship Available for Fall 2019 Policy Intern

The Center for Health and Gender Equity (CHANGE) is a U.S.-based advocacy organization whose mission is to promote sexual and reproductive health and rights as a means to achieve gender equality and empowerment of all women and girls by shaping public discourse, elevating women's voices, and influencing the United States Government.

The Policy Intern position will provide the right individual with an opportunity to gain significant hands-on experience in legislative and policy analysis and government relations, grassroots outreach, and administrative support. The Policy Intern will gain unique insight into the strategic and programmatic components necessary for a small organization to effect positive political change as well as develop a critical understanding of how the policies of the United States and other donor governments and agencies affect the health and lives of women and girls worldwide.

Primary Duties and Responsibilities:

- Work with CHANGE's Advocacy and Partnerships Associate in implementing education and outreach activities
- Assist CHANGE's Public Policy Associate with research, maintaining congressional contacts and organizing events on the Hill
- Help maintain the organization's databases
- Attend and report on community and Hill meetings and briefings
- Support research efforts by assisting in the management and collection of relevant data
- Provide administrative support for the organization, such as answering phones and general reception
- Other duties as assigned

Minimum Qualifications:

- Pursuing or possessing a BA or BS
- Excellent written and oral communications skills
- Strong critical thinking and analysis abilities
- Familiarity with Microsoft Word and Excel
- Ability to multitask and organize various projects
- Background or demonstrated interest in women's rights, reproductive and sexual health and rights, human rights and/or public health
- Commitment to CHANGE's mission and high standards of performance

Salary and benefits: This is a paid internship; no benefits.

Dates: The dates of this internship will be jointly determined by the intern and CHANGE staff, usually beginning in September 2019 and ending in December 2019. Fall interns usually work 20-30 hours per week.

Application Deadline: August 19, 2019

How to apply: Please send a cover letter including a summary of relevant past experience and qualifications for and interest in this position and current résumé. Email applications should be sent to change@genderhealth.org (Please put “Policy Intern Fall 2019” in the subject line). Only candidates selected for an interview will be contacted. **No phone calls please!**

The Center for Health and Gender Equity is an equal opportunity employer. **To learn more about CHANGE, please visit www.genderhealth.org.**