



Advocates for Ohio's Future POSITION ANNOUNCEMENT

POSITION TITLE: Policy and Communications Intern

REPORTS TO: Interim Director

LOCATION: Columbus, Ohio

ORGANIZATION SUMMARY: Advocates for Ohio's Future is a nonpartisan coalition of nearly 500 state and local nonprofit organizations that promotes health and human service budget and policy solutions so that all Ohioans live better lives. We work to accomplish our mission by:

- **Educating:** Raising awareness of how health, human services, and early education make Ohioans more competitive and build strong communities that are attractive to families and businesses.
- **Collaborating:** Building a statewide network of advocates to carry a unified message to influence the public, elected officials, and ultimately, budget and policy priorities.
- **Advocating:** Advancing budget and public policy priorities that promote economic security and meet essential human needs.

This is a part-time/temporary position and requires a commitment of at least 12 hours, but no more than 24 hours per week.

ESSENTIAL JOB TASKS INCLUDE: Policy research and analysis; writing; internal and external communications and outreach; social media management; webpage management.

ESSENTIAL COMPETENCIES INCLUDE: Attention to detail; excellent oral and written communication skills; general and technical writing; knowledge of health and social issues; knowledge and proficient use of Microsoft Office (Microsoft Word, Excel, Power Point, Outlook); and social media platforms (Twitter, Facebook).

ESSENTIAL JOB RESPONSIBILITIES INCLUDE:

- Assist with social media management, including drafting social media posts, designing social media graphics, and sharing members' work on social media.
- Assist with management of AOF website, including maintaining up-to-date webpages, drafting blog posts on advocacy and policy in Ohio, and creating new content to add to existing webpages.
- Assist with crafting AOF's weekly newsletter, including content ideas, graphics for newsletter inclusion, and scheduling sending.
- Track relevant legislation progress in the Ohio General Assembly, monitor legislation hearings, assist with drafting written testimony for relevant legislation.
- Attend coalition meetings, including but not limited to Steering Committee, Executive Committee, Medicaid Workgroup, Nutrition Workgroup, Public Policy Committee, and compile meeting minutes and assist Interim Director with follow-up tasks from meetings.
- Organize, schedule, and attend legislative meetings with key legislative members on AOF policy priorities.

- Organize logistics of AOF webinars, including social media and newsletter promotion, sharing information with panelists, compiling slides, posting recording on website, and sending follow-up email to attendees.
- Assist with creation of public informational resources, including but not limited to resources around the November 2023 election, public benefits, and more.
- Other tasks as assigned.

QUALIFICATION REQUIREMENTS

- College coursework toward a degree in a health-related, social sciences, or public administration field.
- Good writing and verbal skills are required.
- Must be proficient in use of a personal computer including the Microsoft Office Suite.
- Basic understanding of health and social service landscape in Ohio helpful, but not required.
- Applicants should have very strong organizational and interpersonal skills, ability to work on projects independently, and experience balancing multiple tasks simultaneously.
- Limited use of a personal cell phone for business purposes may be required.

PHYSICAL DEMAND REQUIREMENTS

- Typical office environment setting with frequent sitting, reaching, standing, and walking.
- Occasional lifting, carrying, pushing, and pulling less than 10 lbs.

Target salary: Minimum \$15.00 per hour

Deadline to Apply: Monday, September 25th

Anticipated Start Date: Monday, October 2nd or October 16th

Interested parties should respond by sending a cover letter, resume, work availability, and 1-2-page writing sample via e-mail with subject “*Policy and Communications Intern*” to:
shudacek@communitysolutions.com

For more information on Advocates for Ohio’s Future, please visit www.advocatesforohio.org

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