

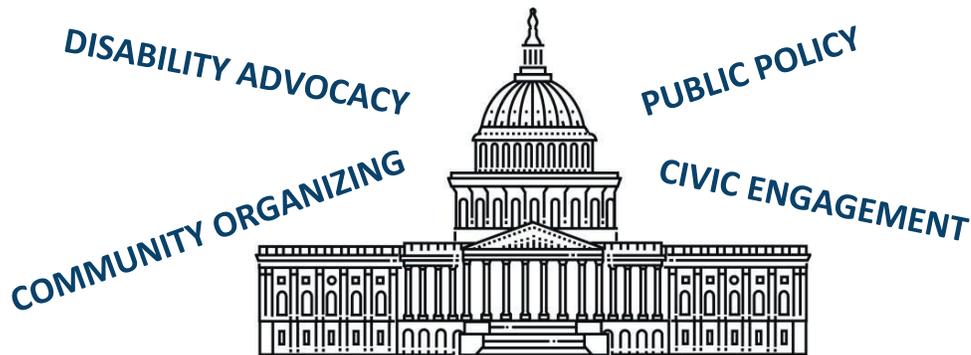


2019 Public Policy Internship: Request for Applications

Disability Rights Washington's (DRW) public policy team is looking for one additional public policy intern for the 2020 legislative session.

Deadline to submit: September 23rd 5pm

Send cover letter, resume, and writing sample to: Darya Farivar, daryaf@dr-wa.org



Applicants should have or be:

- Passionate about disability rights
- Passionate about advocacy
- Want to participate in the legislative process
- Understanding of diversity, equity, and inclusion

Additional considerations:

- Can travel to Seattle office, 2-3 times per week.
- Can travel to Olympia, once per week during session. (vehicle is not needed)
- Experience doing advocacy
- Experience working with people with disabilities

Why should you intern at DRW?

Work with and learn from a dynamic team of seasoned disability rights advocates, learn about diversity, equity, and inclusion issues, participate in legislative activities, learn about and assist in community organizing, build your resume, learn about careers in advocacy, and learn about what it takes to make systemic change.



Internship Structure

Supervisor: Darya Farivar

Director: David Lord

Supervision: Meet once/week, TBD

Time per week: 10-15hrs

Duration: 6 months, October 2019- April 2020

Responsibilities

- *Advocacy workshop assistance:* print handouts, prepare folders and supplies, order receive and set up food, set up workshop location, issue stipends, coordinate accommodations, email participants before and after workshops, assist communications coordinator in communications strategy. Attend all workshops to provide day of support.
- *Candidate forum assistance:* coordinate accommodations and location logistics, prepare supplies, assist communications coordinator in communications strategy, coordinate and communicate between co-sponsors.
- *Constituent management:* update constituent map and spreadsheet as needed. Keep Trueblood advocates up to date on implementation through email with support of communications coordinator and community organizer.
- *Legislative session support:* assist communications coordinator in creating regular legislative updates for constituents, create and maintain a bill tracking spreadsheet, update constituents weekly on bills, write testimony and bill summaries as needed, help coordinate constituent attendance at hearings.
- *Advocacy day support:* assist in preparing and hosting 1-2 state legislative advocacy days in Olympia and assist in support and preparations for weekly briefings (Thursdays during legislative session in Olympia). Legislative session runs from second Monday in January to mid-March).
- *Voter Outreach:* assist in outreach activities, prepare materials for jail outreach, transfer data into DRW system, attend voter education events and candidate forums.
- *Administrative tasks:* restock conference boxes as needed, create and maintain spreadsheet to track hours, communicate regularly with supervisor about questions concerns and project updates, keep personal DRW calendar updated with tasks and hours for each week.

These are general tasks we anticipate needing help with, things may change as cases and grants change. Thus, we may need help with all of these, some of these, or different things. As a non-profit organization we stay flexible and appreciate your flexibility too.

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t: 206.324.1521 or 800.562.2702 · f: 206.957.0729 · email: info@dr-wa.org · www.disabilityrightswa.org

DRW is a member of the National Disability Rights Network. A substantial portion of the DRW budget is federally funded.