

## **Michigan Coalition Against Homelessness Position Description**

**Position Title:** Public Policy Intern

**Reports To:** Executive Director

**Work Location:** Main Office: 15851 S Old US-27 Building 30, Suite 315, Lansing, MI 48906

**Position Summary:** Assist with the organizations advocacy ventures including an increased presence at the state capitol through events, campaigns and the new Legislative Action Committee.

### **Essential Duties and Responsibilities:**

- Assist with logistics and planning of several events, including advocacy days and education campaigns with legislators;
- Research and compose materials on specific policy priorities;
- Attend and keep minutes for monthly Legislative Action Committee meetings;
- Maintain list of national opportunities for advocacy through existing campaigns and action alerts;
- Assist with creation of monthly public policy newsletter;
- Engagement with legislative and Congressional offices;
- Conduct individual research into a broad range of topics related to homelessness including, but not limited to: affordable housing, living wage, Medicare/Medicaid, mental health, state identification, criminalization of homelessness, etc.
- Other activities as assigned.

### **Qualifications:**

- At least two years of college;
- Self-starter;
- Strong written and verbal communication skills;
- Ability to organize activities and prioritize assignments;
- Working knowledge of Microsoft Office Suite;
- Experience with general office operation helpful;
- Desire and ability to work collaboratively with others;
- Ability to work independently;
- Desire to make a difference in the human service sector.

To apply for this position, please send resume and cover letter to Laurel Burchfield, Manager of Marketing, Growth, & Development, [lburchfield@mihomeless.org](mailto:lburchfield@mihomeless.org).

**This is an unpaid position located in Lansing, MI. Class credit may be available.**