

Voice for Adoption

SPEAKING OUT FOR OUR NATION'S WAITING CHILDREN

Policy Associate Internship Job Description

For the last 23 years, Voice for Adoption (VFA) has been advocating on behalf of the nation's children in foster care waiting to be adopted. VFA has been involved in every major child welfare reform involving foster care since our creation. We are considered a leading expert on foster care and adoption. Our board of directors, individual members, organizational members, and professional partnerships provide an expansive network and in-depth knowledge base.

Position: Policy Associate Intern

Description: VFA is looking for a hardworking, self-motivated, driven, and detailed-oriented college intern who is working towards a bachelors or master's in political science, policy, communication, advertising, marketing, journalism, or related degree. This internship will provide a unique opportunity to work directly with congress and understand the political processes involved with legislation development, creation, passage, and implementation.

Responsibilities include but are not limited to:

- Assist at VFA events
- Maintain and update social media lists
- Maintain consistent and relevant weekly social media posts
- Update VFA's website weekly
- Create in conjunction with the director, the national bi-weekly newsletter
- Research relevant adoption information
- Attend all planning and strategy meetings
- Work alongside the marketing committee for all things related to advertising, branding, direct marketing, promotion, publicity or public relations
- Other communication and policy duties as assigned

Qualifications:

- Proficient in social media
- Completed or working toward a college degree in a related field
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with community contacts
- Ability to work alone or as part of a team
- Commitment to VFA's mission and those we serve

Start Date: Position open until filled, requires 1 semester commitment

Hours: Full time

Compensation: \$75/week stipend

To Apply: Please send cover letter, resume, and writing sample to sbaber@voiceforadoption.org.