



## Louisiana Policy Institute for Children Intern Job Description

Job Status: Intern

Job Location: Remote

Working Conditions: Work hours may be required outside of typical business hours.

Reports to: Policy Director

### Background

The Louisiana Policy Institute for Children is Louisiana's leading policy voice for young children. A non-partisan, non-profit organization, it is an independent source of data, research, and information for policymakers, stakeholders, and the public at large around issues related to young children in Louisiana. Its mission is to advance policies to ensure that Louisiana's young children are ready for success in school and in life.

### Position Description

The Louisiana Policy Institute for Children (LPIC) is seeking a highly-motivated individual with excellent writing skills to serve as an intern. The Policy intern will support LPIC's early childhood research, policy, and advocacy efforts to promote the healthy development of children ages birth through four and their families. Key responsibilities include conducting research, supporting policy projects and advocacy campaigns, and assisting with communications and outreach.

### Potential Responsibilities May Include:

#### 1. Policy Research and Development

- a. Lead specific projects as assigned;
- b. Gather national and Louisiana-specific early childhood data and national best practice research to inform policy proposals and advocacy campaigns;
- c. Assist the LPIC team in the developing, proof-reading, fact-checking, reviewing, designing, and disseminating of documents, presentations, data analysis, policy reports and policy proposals.

#### 2. Communications and Outreach

- a. Assist the Executive Director in coordinating and implementing events and outreach campaigns in support of LPIC objectives;
- b. Grow LPIC's Twitter and Facebook following;
- c. Participate in formulating effective messaging for various audiences.

#### 3. Advocacy

- a. Support drafting op-eds, etc.;
- b. Maintain clear and quantifiable systems for tracking rules and legislation and policy progress;
- c. Assist the Policy Associate in managing advocacy social media and website accounts.
- d. Early Childhood business roundtable

**4. Other Duties as assigned**

- a. Complete tasks requested by the LPIC team to support the effective and efficient operation of LPIC in fulfilling its mission.

**Qualifications**

- Demonstrated interest in social work, early childhood, public health, education, public policy, or related field
- Responsiveness to team communications through emails, calls, meetings, and texts
- Excellent communication skills orally and in writing
- Highly self-motivated, problem-solver with strong organizational skills
- Ability to multitask
- Flexible, responsive, persistent and positive
- Additional skills such as video editing, graphic design, fundraising experience, organizing work, etc. welcomed but not required

**Application Deadline:** Rolling

**To apply:** Submit the following items to [Isonniernetto@policyinstitutela.org](mailto:Isonniernetto@policyinstitutela.org):

- Resume
- 2-3 page professional writing sample
- Contact information for three professional references.

Applications will be reviewed as they are received.