



## Children's Defense Fund, Inc. – Immigration Policy Intern

November 2021

**Position:** Immigration Policy Intern

**Reports to:** Esther Reyes

**Job Location:** Austin, Texas, United States (remote)

**Internship Dates:** Mid January through mid May

**Compensation:** Interns receive \$15/hr for a maximum of 20 hours per week

### Organization Overview

The Children's Defense Fund (CDF) envisions a nation where marginalized children flourish, leaders prioritize their well-being and communities wield the power to ensure they thrive. CDF's Leave No Child Behind® mission is to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities.

We serve and advocate for the largest, most diverse generation in America: the 74 million children and youth under the age of 18 and 30 million young adults under the age of 25, with particular attention to those living in poverty and in communities of color. CDF partners with policymakers, aligned organizations, and funders in this service. The Children's Defense Fund is the only national multi-issue advocacy organization working at the intersection of child well-being and racial justice by wielding the moral authority of programmatic proximity and community organizing to inform public policy. For more information visit [www.childrensdefense.org](http://www.childrensdefense.org) as well as <http://www.cdftexas.org/>.

### Position Summary

This internship is based in Austin (remote during the pandemic) and provides general support to the CDF-TX Immigration team. The intern works between 10 to 20 hours/week and provides substantive research, compiles reports, monitors legislative committees, and helps with the execution of advocacy-related activities, including story collection, public education, legislator visits, legislative briefings, special event planning, and social media work.

### Responsibilities

- Produce policy research, memos, and training material
- Conduct research on immigration policy, media trends, and other subjects as needed
- Compile bi-monthly immigration newsletters
- Assist in the development and execution of special projects
- Perform other division, department, and organization-wide special projects as needed

### Competencies

- Ability to work effectively and calmly in a fast-paced, high-pressure environment
- Strong organizational and execution skills
- Attention to detail
- Commitment to social advocacy and CDF's mission to be a voice for all children
- Ability to organize facts and present issues in a clear, concise and logical manner, both orally and in writing
- Good interpersonal skills and the ability to interact diplomatically and professionally with CDF staff and external partners/contacts
- Strong computer, Internet and research skills

**Type of work environment associated with the job:** Indoor, office setting

**Additional Information**

*The Children's Defense Fund is an Equal Opportunity Employer.*

*Note: This job description does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee.*

Consideration will be given to qualified candidates on an ongoing basis until the position is filled. All inquiries will remain confidential until establishment of mutual, serious interest.