



## **SUMMARY**

NextGen Policy (NGP) is currently seeking a full-time Policy Intern to work in our Sacramento office starting in January 2023.

## **HOW YOU WILL BENEFIT**

- Salary: an intern will receive compensation to support living expenses
- Office Location: Effective October 3rd, the NGP team will begin implementing a hybrid return to office policy in the downtown Sacramento office.
- Training and Development: an intern will work with NGP team members with years of policy, advocacy, and communications experience at the federal, state and local government levels as well as with non-government organizations
- Experience: an intern will attend meetings, hearings and events; work on legislation and budget issues; be part of strategy and communications planning activities
- Mentorship: an intern will be assigned a specific NGP team member manager/mentor.

## **RESPONSIBILITIES**

- Assist with core day-to-day activities of the NGP policy team;
- Assist with analyzing, tracking, and monitoring of various state and federal policy, legislative, program, and regulatory issues;
- Assist with special events – and ability to travel if required (adhering to COVID-19 safety precautions)
- Assist with drafting and editing of internal and external communication materials;
- Conduct research and participate in NGP coalition activities;
- Perform administrative support and other duties, as needed.

## **WHAT WE REQUIRE**

- Current students at accredited universities and colleges or recent college graduates;
- Proficiency in Microsoft Office and Google Drive applications;
- Passion to work on combating inequities and advancing justice in the environmental, racial, social, and economic policy arenas in California;
- Strong desire to obtain new skills and exposure to working in a high performing, professional environment;
- Excellent written and verbal communication skills;
- Detail-oriented with the ability to produce high-quality work under tight deadlines;
- Creative and flexible;
- Excellent team player.

## **COMPENSATION:**

NextGen Policy offers compensation which is commensurate with the number of hours committed to the internship program. Interns are required to commit to 30-40 hours per week.



#### **HOW TO APPLY:**

Provide a resume, cover letter and writing sample by **Friday, October 28, 2022**. Send all documents as one PDF attachment to: [jobs@nextgenpolicy.org](mailto:jobs@nextgenpolicy.org). Please name your saved PDF with the title: LastName.FirstName.pdf (Example: Smith.John.pdf) and write "NGP 2023 Intern Application" in the email subject line.

#### **ABOUT NEXTGEN POLICY**

NGP fights for progressive policy change to address environmental, social, racial, gender, and economic inequities in California through justice-centered legislative advocacy, grassroots partnerships, and democratic civic engagement.

Originally founded in 2016 to focus on climate and environmental policy, in recent years, NextGen Policy has broadened its policy and program into a multiplicity of scope to economic, and social justice issues. Specifically, our portfolio now encompasses: criminal justice and immigration; healthcare and food insecurity; mental health and voting rights; student loan debt and the Census; veterans issues and consumer protections; disability rights; and affordable housing and environmental justice.

**NextGen Policy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**

**At NextGen Policy we are dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this opportunity but your past experience doesn't align perfectly with every qualification in the job description, we would still encourage you to apply. You may be just the right candidate for this or other positions.**