

**SUMMARY:**

NextGen Policy (NGP) is currently seeking a full-time (40 hours) Policy Intern to work in Los Angeles. College juniors or seniors and graduate students are encouraged to apply. This will be a one year internship, contingent upon funding.

LOCATION:

- Position based in Los Angeles Area

HOW YOU WILL BENEFIT:

- Professional Training and Career Development: an intern will be a key part of the NGP team and work alongside leaders with years of experience in the policy, communications, project management, and advocacy fields in both the public and private sector.
- Education: an intern will attend meetings, hearings, and special events

RESPONSIBILITIES:

This internship will have a dual focus (1) primarily assisting NextGen's Program Manager for the Connect Corps Program and (2) assisting with the full spectrum of NGP legislative activities.

The Connect Corps is an innovative program to help close the digital divide by training a new generation of tech professionals to help Californians who need technical assistance with getting online and developing digital skills. In this role, the intern will:

- Conduct research and provide input on program design
- Assist in creating and implementing support program in conjunction with other vendors or community partners
- Lead curriculum program, in consultation with the Program Manager – help develop training materials, workshops, and presentations
- Co-lead program trainings with the Program Manager
- Help oversee the day-to-day operations: check in with students, track their service hours, answer questions, provide personal and professional mentorship, and ensure students are fulfilling their commitments, among other responsibilities. This will require an on-campus presence on Compton's College Campus on a weekly basis.
- Attend, oversee, and, at times, supervise students at community service events with community partners around the south L.A. area.
- Assist in website / tech help desk management: including supervising student workers, tracking activities, and monitoring the smooth operation of the help desk.
- Assist the Program Manager with tracking and reporting on program outcomes.

This internship will also involve assisting with the full spectrum of NGP legislative activities. The NGP team is comprised of policy, advocacy, and communications experts and in this role the intern will:

- Assist with the tracking and monitoring of state issues: legislation, budget items, and relevant print and social media press.



- Assist with special events organized by NGP – may require an ability to travel periodically
- Assist with drafting and editing internal and external communication materials
- Conduct timely research
- Interact with legislative staff and coalition stakeholders
- Help coordinate and participate in calls to action
- Perform administrative support and other duties as needed

WHAT WE REQUIRE:

- Current juniors and seniors at accredited universities and colleges or recent college graduates
- Proficiency in Microsoft Office and Google Drive applications
- Strong desire to obtain new skills and exposure to working in a 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:

- \$3,000 stipend
- NextGen Policy offers compensation which is commensurate with the number of hours committed to the internship program. Interns are required to commit to 40 hours per week.

TO APPLY:

Provide a resume, short cover letter, and relevant social media links by **April 7, 2023**. Send all documents as one PDF attachment to: jobs@nextgenpolicy.org. Please name your saved PDF with the title: LastName.FirstName.pdf (Example: Smith.John.pdf).

ABOUT NEXTGEN POLICY:

NextGen Policy is a non-profit organization dedicated to working on legislative, budgetary, regulatory, and programmatic issues related to preventing climate change, addressing income inequality, promoting economic prosperity, and protecting the fundamental rights of all Californians. Our policy portfolio encompasses topics such as: criminal justice reform and immigration; healthcare and food insecurity; mental health and voting rights; student loan debt and higher education; veterans and consumer protection issues; and affordable housing and environmental justice.

NextGen Policy is an equal opportunity employer.