



Position Title: Government & Community Relations Intern

Location: 4152 Canal Street, New Orleans, LA 70119, occasional travel will be required for events

Time Commitment: 10 hours a week (weekly schedule flexible)

Internship Length: September 2018 – December 2018

General Focus: Research and Community Outreach

Specific Tasks:

- Complete research on federal, state, and local policy issues related to Volunteers of America SELA's programs, service area, and target populations
- Complete environmental scan of faith-based organizations in Volunteers of America SELA's service area
- Collaborate with Director of Government & Community Relations to execute outreach strategy for Louisiana mental health advocacy coalition
- Create content for social media related to government relations and community outreach

Goals: By the end of the internship, the student will have a number of products for his or her professional portfolio, including completed policy briefs on a number of issues and a community environmental scan. They will have had the opportunity to engage in coalition building around a specific advocacy area (mental health care) and the opportunity to learn from professional colleagues in the areas of development, communications, community outreach, and government relations.

Training: There will be training led by the Director of Government & Community Relations and experienced Volunteers of America staff.

Requirements:

- High School Diploma – Some College Experience
- Clear background check
- Reliable Personal transportation

Helpful Skills: The ideal candidate will be proficient in Microsoft Word, Outlook, and Excel. Ideal candidate will also possess strong oral and written communication skills; research skills; organizational skills; the ability to multi-task; the ability to think clearly, logically, and with sound reasoning, and the ability to work independently.

To Apply: Contact Caroline Meehan, Director of Government & Community Relations, (504) 482-9707, cameehan@voasela.org.