

## **Community Development Advocates of Detroit Public Policy Intern Position**

**JOB TITLE:** Intern

**REPORTS TO:** Public Policy Manager

**LOCATION:** Detroit

### **ORGANIZATION SUMMARY:**

Community Development Advocates of Detroit (CDAD) and its supporters strive to serve as a catalyst for the transformation of Detroit neighborhoods. For 15 years, CDAD has served as the trade association for nonprofit, community-based development organizations in Detroit. Detroit is at a critical time in its history. Population loss, property value loss, abandonment and the reality of a state emergency manager are some of the challenges facing Detroit neighborhoods and residents. Through expanded membership, new community-based planning tools (Strategic Framework model), community industry reform initiative and public policy advocacy agenda, CDAD is working to support neighborhood efforts to improve our communities.

### **JOB SUMMARY:**

Internship is open to graduate students interested public policy, public administration, community development, or urban policy. Candidates must have a creative mind, excellent written and oral communication skills. Knowledge of social media, policy analysis, and research. Must be comfortable with an external relations role and communicating policy positions and working with community partners on specified issues related to policy agenda.

### **Key outcomes:**

- **The intern will work closely with public policy manager to gain an hands-on experience in policy formation and advocacy in a nonprofit setting.**
- **The intern will take on tasks related to CDAD's Public Policy Advocacy and implementing the organization's public policy agenda.**
- **The intern will receive a hands-on experience in community development landscape and CDAD's work in Detroit.**

### **DUTIES AND RESPONSIBILITIES:**

**The successful candidate will participate and assist in the implementation of CDAD's public policy agenda:**

- Supports the day-to-day policy activity under the direction of the public policy manager;
- Contribute to the development, analysis and implementation of CDAD's policy agenda;
- Participate in coalition meetings, policy briefings, conferences and other events relevant to CDAD's policy agenda;

- Assist in tracking, monitoring, researching, and preparing policy and/or advocacy materials as needed;
- Organize materials for public policy committee meetings;
- Keep and disseminate accurate records during meetings (including note taking and picture taking);
- Follow up with media on press releases and media alerts regarding organizational activities;
- Developing social media content to inform members and followers about public policy issues CDAD is working on in Detroit;
- Contribute to policy alerts regarding policy issues CDAD is working on to inform members of issue and to encourage action;
- Assist in developing content for newsletters on issues related to policy agenda;
- Assist in the development of tools and resources to develop membership capacity to do grassroots advocacy.

### Qualifications

- Experience/ background in nonprofit public sector, community development, urban planning, or public policy or advocacy;
- Understanding of policy process at local level;
- Ability to take initiative and work independently;
- Junior or Senior undergraduate or master degree student studying public policy, urban policy, community development, political science, or related field.

This position is paid. Interns are hired on quarterly, Fall, Winter, Spring, and Summer terms. Send resume, cover letter, 1-2 page writing sample answering **ONE** of the following questions:

- What is the biggest policy issue in the city of Detroit today? Give one example of how you would address it.
- How can nonprofits play a role in redeveloping Detroit? Provide a clear example and a brief discussion.
- What was your most influential graduate school class and how would you apply it in this work?

**Qualified candidates should submit via email to LaToya Morgan, Public Policy Manager at [latoyamorgan@cdad-online.org](mailto:latoyamorgan@cdad-online.org). Include Public Policy internship in the subject line. Include cover letter in the body of the email and attach resume and writing sample in one Microsoft Word or PDF document. **Please return by September 8, 2104****