

Policy Intern (Remote)

NAFOA is seeking intern to assist in NAFOA's policy advocacy work. This will be a remote part-time position for 6-weeks. The intern will be expected to commit up to 20 hours per week. Additionally, the intern will receive a \$1,000.00 stipend.

This internship is an opportunity to work with NAFOA's policy team and dip your toes into the wide world of policy issues that center around Native Americans, economic development, and financial management. Due to the timing of the internship, the intern may have the unique experience of being part of the policy team during a legislative crisis-time. The intern will see first-hand how NAFOA and partner organizations work through COVID-19 related legislation and response efforts. The intern will be expected to take on a handful of projects, as outlined below, and has the flexibility to mold the internship to their own learning objectives and requirements for the 6-week period.

Project 1: Daily Briefings

The intern will spend some time each day scanning media outlets for relevant policy information. The intern will aim to find three things per day that they think are useful, relevant, and/or timely to NAFOA's work and audience. These things could include (but are not limited to) articles, introduced legislation, press releases, program announcements, or litigation. Once found, the intern will distill findings into short brief for the policy team.

Learning objectives:

- Research ability: the intern will improve research ability and gain familiarity with databases often used by policy workers.
- Clarity & brevity in writing: The intern will practice taking large ideas and distilling them into short, clear summaries.

Project 2: Website Assistance: Organization and Population

The policy section of NAFOA's website is out of date and does not reflect all the work that the organization currently does in the policy sphere. The intern will work with the policy team to determine the best way to organize policy issues and subcategories of these issues. Once the organization is determined, the intern will also assist in populating these pages with information from various NAFOA publications and policy position papers.

Learning objectives:

- Organization and design: the intern will improve organization skills by thinking through the best way to organize a large library of information.
- Familiarity with economic development and financial management policy: in assisting with the population of these pages, the intern will get an in-depth look into all the policy issues that NAFOA works on and gain a familiarity with the positions that the organization takes. For an individual who wants to work in Native, economic

development, or financial management policy upon graduation, gaining a familiarity with these policy issues will provide a strong foundation.

Project 3: Personal Policy Project

The intern will identify an emerging policy issue to take ownership over. The intern will be expected to track legislative and/or agency movement with the issue and provide regular updates to the policy team. The intern will create materials related to the issue that will serve as useful resources for NAFOA going forward as well as a strong policy writing sample for the intern's future job search.

Learning objectives:

-Research: This project will hone the intern's ability to perform in-depth research on a specific issue and track the issue's movement through the legislative or administrative process.

-Writing: Through the production of a position paper, one-pager, legislative-ask letter, white paper, comment letter, or whatever written material the intern and team determine is appropriate for the issue at hand, the intern will gain experience with policy-specific writing and leave the internship with a quality writing sample suitable for a future policy-related job search.

A proposed timeline and work-plan will be devised between the policy team and the intern upon hire.

Education and Experience Requirements

- At least a rising college junior for the 2020-2021 academic year.
- Pursuing or have a Bachelor's degree in public policy, political science, economics, or a related field.
- Strong writing and research skills.
- Familiarity with video conferencing.
- Demonstrated interest in Native American issues, policy, economic development, financial management, or culture preferred.
- Professional experience with Native American policy is helpful, but not required.
- Ability to work east-coast hours (9am-5pm) is helpful, but not required.
- Must be authorized to work in the United States

To apply, please fill out the [Internship Application Form](#) by **Sunday, June 21st**. For questions, please email education@nafoa.org.