**Position:** Policy Intern

**Reports to:** Policy Advocate

**Function:** This position supports Downtown Sacramento Partnership policy activities. This includes but is not limited to policy research, policy content production, database management, clips review and legislative tracking, and other duties as assigned.

**Schedule:** Temporary Part-Time, up to 20 hours per week

**Salary:** Unpaid, school credit

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**Responsibilities include, but are not limited to:**

**Research and Issue Analysis:** Analyze, research and discuss current policy issues relevant to downtown Sacramento. Research like issues in other jurisdictions to determine best practices and provide background on key policy issues.

* Assist with development and maintenance of policy tracking tools.
* Maintain legislative databases.

**Media Monitoring:** Monitor relevant coverage of policy priorities in print, broadcast and online mediums.

* Produce and distribute coverage summary and identify trends in coverage.

**Writing and Editing:** Support advocacy efforts by contributing to policy briefings and writing content for eNewsletters, blogs, letters, and more.

* Attend public hearings, meetings, briefings or conferences as needed and provide summaries.
* Watch and compile notes on legislative hearings.
* Preparing materials for distribution.

**Other Activities:**

* Coordinate logistics to support the development and planning of events and workshops.
* Provide administrative support to the team.

**Requirements**

* Passion for downtown Sacramento.
* Excellent written and verbal communication skills.
* Detail-oriented, highly organized, and proactive.
* Basic understanding of principles of policy issues.
* Experience with Microsoft Office Suite and Google Drive, familiarity with Excel is a plus.
* Pursuing major in political science, public policy, communications, or related field.

***To apply, submit cover letter and résumé to*** [***ecrane@downtownsac.org***](mailto:ecrane@downtownsac.org) ***with the headline POLICY INTERN by 5 p.m. on December 9.***