LIFTING UP WESTCHESTER

ADVOCACY INTERN

IN-PERSON ROLE DESCRIPTION

Lifting Up Westchester Mission:
Restoring hope to Westchester County’s men, women, and children in need by providing them with food, shelter, and support—and lifting them to greater self-sufficiency with dignity and respect.

Supervisor: Chief Development Officer

Hours per Week: TBD by Supervisor and Intern

Rate of Pay: Unpaid Nonprofit – Non-Credit

Internship Description: The Advocacy Intern’s role is to provide administrative support to help Lifting Up Westchester build and advance relationships with elected officials to both advocate for changes to various system challenges faced by non-profits in serving people experiencing homelessness space as well as to seek funding opportunities. This includes scheduling visits with elected officials, researching legislative agendas and other background information, preparing tailored Lifting Up Westchester materials to elected officials district and interests, researching and updating database on elected officials, create advocacy social media posts, and other general duties as assigned.

Skills and Qualifications: • Current Bachelor’s level student, preferably seeking degree in psychology, criminal justice, social work or related field • Knowledge of homelessness and food insecurity issues • • Public speaking abilities • Able to work independently and to prioritize/organize tasks • Ability to provide own transportation • Critical thinking • Professional demeanor in all areas of interaction/correspondence (phone, e-mail, text messages and in-person) • Willingness to learn and explore additional avenues to complete assigned projects • Microsoft Office Experience • Ability to learn database software • Genuine interest in advancing the Mission of Lifting Up Westchester • Ability to accurately document research findings and correspondences in a timely manner.

Must be able to show Proof of Being Fully Vaccinated and a Background Check is required.