



## Policy Intern

### **Job Description:**

The Arizona Democracy Resource Center (“The Resource Center”) is seeking dedicated and passionate interns to join our team and contribute to our mission of promoting legislative transparency and safeguarding Arizona’s democratic process. This internship offers a unique opportunity to gain hands-on experience in Arizona’s legislature and elections, while contributing to meaningful social impact in Arizona. The most suitable candidates will be interested in one or all of these categories; environmental justice, criminal justice reform, LGBTQ+ rights, reproductive rights, and election integrity.

### **Role Responsibilities:**

- **Legislative Monitoring:** Provide real-time updates and concise summaries on proposed legislation for internal and external distribution.
- **Election Protection:** Organize and assist the team with identifying and addressing potential challenges to voter rights and election integrity.
- **Research and Analysis:** Analyze and research relevant policy issues, election laws, and voting rights to support informed decision-making.
- **Community Engagement:** Attend community events, workshops, and town halls to help the ADRC team raise awareness about our work.
- **Administrative Support:** Data entry, document preparation, and coordination of meetings.

### **Desired Qualifications:**

- Enrolled in or recent graduate of a relevant academic program (Political Science, Public Policy, Law, etc.).
- Strong interest in legislative processes, election protection, and nonprofit work.

- Excellent research, writing, and communication skills.
- Ability to work independently and collaboratively in a dynamic environment.
- Proficient in Microsoft Office Suite and other relevant tools.

Interns will receive \$20/hr for 15 hours per week. The start date will be Monday, February 5th, 2024 until June 30th, 2024 with the possibility to extend the internship depending on needs. Work will be hybrid with weekly in-person staff meetings and occasional in-person support for programmatic and organizational events.

**To apply please email [info@azdrc.org](mailto:info@azdrc.org) the following items**

- 1. Your resume**
- 2. An excerpt of the following prompt in lieu of a cover letter.**

The Arizona Democracy Resource Center is dedicated to empowering community members and encouraging civic participation. The Resource Center advocates for equitable representation for all Arizonans and works closely with community leaders to protect our democracy. We are committed to dismantling structural barriers to democratic participation, supporting community self-determination, and investing in local leadership. With that being said **What does Democracy mean to you?**

**The application deadline is January 2nd 2024**