



**Position Title:** Policy Associate  
**Department:** Civic Engagement  
**Report to:** Civic Engagement Manager  
**Status:** Part-time, Unpaid Internship

The mission of the Latino Policy Forum is to build the power, influence, and leadership of the Latino community through collective action to transform public policies that ensure the well-being of its community and society as a whole. Through advocacy and analysis, the Forum builds a foundation for equity, justice and economic prosperity for the Latino community. By catalyzing policy change, the Forum works to improve education outcomes, advocate for affordable housing, promote just immigration policies and strengthen community leadership.

**Basic function:** The Policy Associate will conduct research to inform the Forum’s policy agenda in housing, immigration, and allocation of State resources to Latino organizations in response to the COVID-19 crisis.

**Major responsibilities:**

The associate will effectively support the Forum’s mission/projects and be strongly grounded in identifying data, information and resources that supports an equity agenda for the Latinx community. The position requires excellent analytical skills, a great deal of flexibility, initiative, and the ability to multi-task. Examples of projects include:

- Assist in documenting and conducting power analysis of key stakeholders in Illinois General Assembly, State and City of Chicago administrations, as well other key stakeholders to facilitate advocacy
- Assist in researching data indicators of Latino equity, socio-economic status, and economic mobility and assessing how COVID-19 is impacting those.
- Assist with developing policy recommendations to address housing, immigration and economic needs in the Latinx community during and after COVID-19 based on data analysis.
- Assist in outreach and advocacy efforts around COVID-19 policy priorities and other organizational outreach efforts.

**Qualifications:**

- Current enrollment in a graduate or undergraduate degree program or recent graduate in public policy, sociology, social work, or related field preferred.
- Strong analytical, research, and communication (writing/speaking) skills
- Flexible and able to manage multiple tasks
- Aptitude for taking initiative, working independently, and problem solving
- Familiarity with statistical software (R, STATA, SPSS, etc.) highly desirable.
- Proficient in Microsoft Office (including PowerPoint, Excel and Word)
- Bilingual (English/Spanish) will be a plus

This internship position offers an excellent opportunity for skills development and portfolio-building, along with networking. The intern will receive necessary training and staff supervision. The intern will also have opportunities to network with policy, communications, and development staff, as well as external community and policy stakeholders. To apply, send a resume and short cover letter to Fanny López Benítez, Civic Engagement Manager at [flopezbenitez@latinopolicyforum.org](mailto:flopezbenitez@latinopolicyforum.org).

*The Forum is an Equal Opportunity Employer that values and actively seeks diversity in its workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sexual orientation, national origin, status as an individual with disability, age, protected veteran status, or any other status protected by law. POC are highly encouraged to apply.*