



Position Title: Policy Associate
Department: Civic Engagement, Housing & Immigration
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 intern will assist in advancing the Forum's work in building knowledge and advocacy strategies to advance a policy agenda for accessible and affordable housing for Latinxs and immigrants.

Major responsibilities:

- Monitor legislation, policy proposals, government reports, research, news and other materials relating to Latino & immigrant housing issues. Maintain an electronic resource library.
- Analyze and synthesize data pertaining to Latinx & immigrant housing issues in Illinois, including demographics, needs, and service delivery.
- Research short and long-term policy responses to housing challenges faced by immigrants in Illinois.
- Attend meetings with outside stakeholders, community partners, and policy decision-makers
- Assist with community outreach activities, including virtual community training (webinars, Facebook Live) and communicating with the Housing & Immigration Acuerdo networks.

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
- Proficient in Microsoft Office (including PowerPoint, Excel and Word)
- Bilingual (English/Spanish) will be a plus

This unpaid internship position offers an excellent opportunity for skills development and portfolio-building, along with networking. The intern will receive necessary training and staff supervision. A minimum of 4 hours per week, though longer internships are preferred. The Policy 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.

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.