United Planning Organization (UPO)
Washington, DC

Mission Statement: Uniting People with Opportunities

Internship Title: Advocacy Intern

On-site Supervisor/Co-educator:
Name: Ayana Bias
Title: Community Liaison
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Telephone: 202-231-7946
Mailing Address: 2907 Martin Luther King Jr., Ave, SE Washington, DC 20032
Physical Address (if different):

Additional Contact: Bernardette Ferrell (202) 231-7945 bferrell@upo.org

Duties/Project Description:
- Build and maintain partnering relationships with organizations that share UPO’s mission;
- Work closely with legal coalitions to represent residents on legal issues relating to housing and employment;
- Recruit Expert presenters to conduct workshops with community members;
- Assist with planning/coordinating/facilitating community forums and events;
- Track and report improvements made through community initiatives and efforts;
- Attend community events and meetings;
- Assist with developing a comprehensive, robust curriculum for the Community Leadership Academy (CLA) by engaging local universities, think tanks, and anti-poverty agencies to arm participants with the tools needed to effectively engage in the civic processes;
- Assist with building a strong community advocacy campaign;
- Engage low-income community residents in advocacy projects/ community outreach and activities;
- Conduct research on policies that impact the low-income community (housing, education, employment, healthcare) along with attending policy meetings, and forums.

Qualifications: An interest in human rights, and social justice; able to represent the United Planning Organization in a professional manner; self-motivated, reliable and responsible; detail oriented, resourceful; writing, editing, computer, research and critical thinking skills.

Orientation Plan: Site/Welcome Orientation scheduled for June 8, 2015 (9:30am)

Supervision/Mentor Schedule:
Monday-Friday (9am-5pm)

Non-English language requirement?
None

REV: July 2014
**Working Conditions:**
Office Space, Computer, Phone

**Preparation:**
None

**Is the organization accessible via public transportation?** Yes

**Does the internship require use of personal vehicle?** No, but encouraged