

# Public Policy Internship

## Seniors' Resource Center

**Agency:** Seniors' Resource Center (SRC), located at 3227 Chase Street, Denver, CO 80212, is a 501(c)(3) non-profit organization, is a 33-year-old community partner providing intensive Transportation, Adult Day & Respite Services, In-Home Care Services, mental health outreach, Job Training Services, Volunteer opportunities and Care Management Services to keep seniors independent as long as possible.

**Requirements/Skills:** Public Policy intern will be actively enrolled in, or a recent graduate of, any university major or discipline. Current students will preferably have at least sophomore standing. The individual must demonstrate a strong desire to learn about public policy and the legislative process, good written and oral communication skills, strong analytical and research skills, strong work ethic, and mature judgment. A working knowledge of computers, as well as word processing and database management software, and social media, is necessary. The Director of Public Relations & Marketing will help the intern prioritize tasks and focus on multiple projects and deadlines simultaneously. Intern will work between 15-40 hours a week (must be available on Mondays), depending on schedule and availability. Prior relevant experience is preferred.

**Responsibilities:** SRC is looking for an **unpaid (may receive college credit)** intern to work with the PR & Marketing Department on a wide variety of projects. The intern will:

- Draft basic public relations materials including news releases, media alerts, fact sheets, and other materials as directed.
- Assist with SRC's efforts in the national *One Away* video advocacy campaign, to include conducting video interviews, assisting in viewing parties, blogging, etc.
- Conduct legislative research.
- Track bills that affect the health and lives of older adults.
- Attend hearings, meetings and coffee talks with legislators.
- Correspond with constituents.
- Provide support as needed for SRC's involvement in organizations such as Colorado Senior Lobby, Older Americans Coalition, and the Colorado Association of Homes and Services for the Aging.
- Assist with administrative duties including fax processing, sorting, collating, stuffing envelopes, mailings and other administrative functions as assigned.
- Other duties and special projects as needed.

**Duration:** (4 months) February 2012 – April 2012

**To Apply:** Please send a resume and writing samples (if available) with position title in subject line, via e-mail to:

[internship@SRC Aging.org](mailto:internship@SRC Aging.org)

\* This position is unpaid (college credit available).

