

Public Policy Intern

Mission: PPL builds the hope, assets, and self-reliance of individuals and families who have lower incomes by providing transformative affordable housing and employment readiness services.

Equity statement: PPL strives to be an equitable and inclusive organization committed to elevating the voices of the communities we serve that are disproportionately affected by systemic inequities.

Department: Administration (Equity and Engagement)
Schedule: 15-20 hours/week; flexibly scheduled; Fall/Spring semesters & summer
Supervisor: Nichole Salaam, Director of Equity and Engagement
Location: PPL Administrative Offices, 1035 E. Franklin Ave., Minneapolis, 55404
FLSA Status: Paid (\$14 hourly)

Summary: *The Public Policy Intern will assist in coordination of the work of PPL's Public Policy Committee. The purpose of the Policy Committee is to support the collective work and impact of the NDP (Neighborhood Engagement, DEI and Public Policy) committees that champion PPL's strategic plan initiatives. They do this by, 1) deepening and strengthening community partnerships; 2) fostering and striving to create a diverse, equitable, and inclusive work environment, and programs and services; and 3) partnering with coalition groups and legislative representatives to advocate for elevating participant, resident, and student voices.*

Responsibilities:

- Conduct research on and provide up-to-date information to Public Policy committee members on key public policy issues and priorities.
- Assist in the development of PPL's legislative agenda.
- Attend and document monthly coalition meetings (Homes for All, MCCD, MHP).
- Attend and record regular PPL Public Policy planning team meetings, as well as Public Policy Co-Chair meetings.
- Assist with administrative tasks (scheduling public policy planning meetings, creating meeting agenda, etc.)
- Track and monitor monthly legislative actions and alerts.
- Manage monthly activity tracker detailing advocacy work and/or events.
- Work with the Communications team to create policy-related social media content.
- Assist the Equity and Engagement Intern in designing and distributing quarterly e-newsletters to inform and educate staff on neighborhood, DEI, and policy-related news, initiatives, and events.
- Help to co-coordinate and/or co-facilitate all-PPL NDP committee sponsored events including committee retreats, workshops, Lunch & Learns, and community outreach events (i.e., Open Streets, Homeless Day on the Hill).
- Help prepare documents and materials for public policy updates during All Staff meetings.
- Other duties as assigned.

Qualifications:

- Knowledge of, coursework and/or experience in DEI (diversity, equity, inclusion), race equity work, public policy, and/or housing.
- Experience working with individuals of diverse cultural, ethnic, racial backgrounds and/or those who are low income.
- Experience or knowledge of legislative policy, and housing/advocacy coalition groups.
- Excellent organizational and communication skills.
- Ability to be adaptable, and flexible.
- Awareness of and sensitivity to individuals of diverse cultures, backgrounds, and orientations.
- Critical thinker, highly competent at understanding, distilling, and effectively communicating complex issues to a diverse audience.
- Strong vocabulary, spelling, and writing and proofreading skills.
- Self-motivated and able to work independently while seeking appropriate direction and guidance from supervisor(s) when needed.
- Demonstrated ability to plan and manage multiple assignments to meet deadlines.
- Proficiency in MS Word, Excel, Outlook, PowerPoint, web conferencing platforms, and online research skills.
- Excellent interpersonal and collaboration skills with the confidence to interact effectively with all levels of management and staff.
- Professional, positive, and approachable attitude.

Benefits:

- Professional development experiences may include trainings, workshops, team meetings, and events and can be tailored to the intern's goals and field of study.
- College credit may be available through an academic department or program.
- Understand how to operationalize race equity within an organization.
- Learn about policy analysis and issues specific to affordable housing.
- Opportunity to engage with community leaders.

Application Process: Please direct questions and cover letters/resumes to Zarah Augustine at Zarah.Augustine@ppl-inc.org, 612-455-5111. The process includes a phone interview, face-to-face interview, reference check, and a background check for final candidates. Applications will be accepted until the position is filled. PPL strives to be an equitable and inclusive organization committed to elevating the voices of the communities we serve who are disproportionately affected by systemic inequities. **Persons of color, members of the LGBTQ community, women, and individuals with disabilities are strongly encouraged to apply.**

PPL is an EEO/AA employer. In compliance with the Americans with Disabilities Act, the organization will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

