



ACLU Idaho Legislative Advocacy Internship

Paid/Non-Exempt/ Part-time/ Temporary

The ACLU of Idaho seeks a paid Legislative Advocacy Intern that will work to advance the ACLU of Idaho's legislative priorities ranging from criminal justice, LGBTQ, immigrant rights and reproductive justice. The position is designed to give a successful candidate firsthand experience with grassroots community organizing, legislative advocacy and policy research. The intern will work under the supervision of the Campaign Strategist.

This is a paid, part-time, four month, 20 hours/week, non-exempt internship based in Boise. The successful hire must reside in Idaho before the internship can begin.

About the ACLU

The ACLU is the nation's premier guardian of liberty. A nationwide, nonpartisan, nonprofit organization, the ACLU is dedicated to defending and expanding civil liberties and human rights across the country. The ACLU of Idaho and its foundation operate jointly as private nonprofit organizations devoted to furthering the ACLU's mission in Idaho. The ACLU of Idaho combines legal, policy, organizing and communications approaches to maximize its impact. We partner with individuals and communities impacted by injustices to inform and mobilize people throughout the state. The people in the center of the struggles for justice, who feel the impact in their daily lives, are especially important allies.

Our staff of 10 full-time and two part-time employees work in a fast-paced, friendly office in the heart of downtown Boise, Idaho (due to COVID-19, our office is currently working in a hybrid environment splitting time between the office and remote). Boise, the City of Trees, is the capital of Idaho and the core of a metro area of 730,000 people. The city enjoys all four seasons in a dry climate and offers an exceptional quality of life and a diverse business community with high tech industries. Recreational activities include whitewater rafting and kayaking, climbing, fishing, hunting, and skiing. There is a 190-mile foothill trail system for hiking and mountain biking and a 25-mile riverside greenbelt along the Boise River which flows through the city. Downtown offers thriving restaurants, shops, concerts, and public markets, and an ever-expanding number of local microbrew pubs and wineries. Over 95 languages are spoken in Idaho. The Treasure Valley, which includes the cities of Boise, Meridian, Nampa, and Caldwell is home to the state's largest Latinx community. Boise is also a hub for LGBTQ communities and political activism in Idaho. Boise is a refugee resettlement city.

Duties & Responsibilities:

- Assist Policy and Campaign Strategist by participating in planning and implementing legislative advocacy strategy.
- Monitor the status of ACLU of Idaho's priority legislation, keep up to date on bill status, prepare written reports on actions and update fact sheets.
- Plan and manage visits with targeted legislators and other elected officials, upon request.

- Assist in maintaining Fast Democracy bill tracker.
- Research and write issue statements for inclusion in ACLU communications including email, action alerts, social media updates, blog post and website post.
- Plan events to raise visibility and support for campaigns and execute large community actions in partnership with the advocacy department (hearings, rallies, lobby days, etc.)
- Identify and elevate the stories and experiences of impacted communities and individuals, ensuring the interests and vision of impacted populations and the broader community are reflected in the ACLU of Idaho's advocacy outreach.
- Help the advocacy department to contact members, volunteers, and others to act on ACLU priority issues.
- Work with the Campaign and Policy Strategist to create and implement organizing plans with tactics for involving volunteers that balance immediate legislative goals with building long-term volunteer capacity.
- Attend coalition meetings as needed.
- Attend legislative hearings as needed.
- Provide support for post legislative reports and events.

Preferred Skills & Abilities:

- Flexibility and strong time management and multi-tasking skills; demonstrated ability to work collaboratively and implement multiple projects simultaneously, manage tight deadlines and unexpected tasks as they arise.
- Excellent written and oral communication experience and the ability to synthesize complex information from various sources.
- Experience working with VAN EveryAction preferred.
- Demonstrated commitment to equity, diversity, inclusion, and belonging, both in the workplace and in collaboration with community partners and constituents.
- Demonstrated ability to work with diverse coalitions and community groups, work across the political spectrum, and value differences of race, ethnicity, age, gender, sexual orientation and identity, religion, ability, and socioeconomic circumstance.
- Demonstrated ability to work in a fast-paced environment with many moving pieces and adapting to changing circumstances preferred.
- Organizational skills; detail-oriented with strong follow-through and the ability to meet deadlines.
- Creative, self-starter, willing to learn, and results-oriented with strong task and time management skills.
- Fluency in Spanish is a plus.

Minimum Requirements:

- General knowledge of the legislative process and commitment to the mission of the ACLU.
- At least two years' experience in community/field organizing and base-building preferred. This can include volunteer work.
- Work evening and weekend events as needed.
- An understanding of and enthusiasm for civil liberties and civil rights and personally committed to advancing the ACLU's values, mission, goals, and programs.

- Commitment to race and other forms of equity, both internally in our organization and externally in the communities that we serve.
- Demonstrate a commitment to diversity within the office using a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, disability, and socio-economic circumstance.

Compensation:

The salary range for this position is expected to begin at \$13.00 per hour but with an overall salary range under the ACLU of Idaho's structured pay scale of \$13.00-17.00.

Benefits Include:

One time stipend of \$150 for cell phone and internet.

Paid Holidays

Employer paid parking or bus pass

To Apply:

Submit:

- A résumé.
- A one- or two-page cover letter that identifies your interest and experiences applicable to the job responsibilities.
- Contact information for three references.

Please reference "Job Title" in the email subject line and indicate in your cover letter where you found this job listing. Send it to careers@acluidaho.org.

Review of applications will begin November 30th, 2022. Preferred start date is January 9th, 2023, or earlier. The position will remain open until December 16th, 2022, or until it is filled. Absolutely no unsolicited calls, please.

If you are a person with a disability and need assistance applying, please e-mail careers@acluidaho.org. If we select you for an interview, you will receive more information about how to request accommodations for the interview process.

The ACLU of Idaho advances equity and inclusion in the workplace by providing equal employment opportunity to support a work environment free from discrimination on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, military and veteran status, arrest or conviction record, and any other basis prohibited by law. The ACLU of Idaho embraces Fair Chance policies.

The organization also provides reasonable accommodations for people with disabilities. Our equity and inclusion commitment applies to all aspects of employment, including recruitment, selection, advancement, training, problem resolution, and separation from employment. Through this commitment,

the ACLU of Idaho strives to establish and maintain an equitable and accessible work environment that is supportive and free from discrimination.