Advocacy Intern Description

**Job Title:** Advocacy Intern

**Time Commitment:** up to 40 hrs per week, office open M-F 8:30am-4:30pm

**Compensation:** This is an unpaid internship

**Timeframe:** \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

**Company Overview**

Ho‘ōla Nā Pua (HNP) is committed to the prevention of child sex trafficking and to providing a new beginning for children who have been sexually exploited. Our vision is to provide children who are rescued or escape from the abuse of sex trafficking with a path to restoration and healing from trauma, an increased sense of self-worth, and the confidence and ability to successfully reintegrate into their family and community.

**General Description**

HNP is looking for an intelligent, energetic, and resourceful Advocacy Intern to help with the communications, advocacy, outreach, and operations leading up to and during the legislative session of 2020. The Advocacy Intern will assist in achieving the strategic policy and communications goals related to the issue of child sex trafficking in the state legislature. The position requires researching and summarizing bills and national trajectory of the issue to inform staff members and offer advice for Hawaii’s legislative session. The Advocacy Intern will help facilitate logistics for HNP — coordinating meetings, planning and organizing public events, coordinating letters/documents to various officials and Members of Congress.

**Responsibilities**

* Sending emails to list-serves pushing out reports, statements, press hits, event notices, etc.
* Taking notes at policy and community meetings and circulating them to attendees
* Helping with the logistics and planning of events, press conferences, etc.
* Identifying relevant topics, articles, etc. and drafting tweets for the Coalition
* On occasion, drafting statements, blogs, op-eds, correspondence, etc. for organizational review
* General research and grant-writing support, as needed

**Skills**

* Excellent skills in copy editing, persuasive writing
* Strong organizational and logistical skills
* Resourcefulness and creativity, intellectual curiosity
* Demonstrated ability to learn and utilize information technology skills
* Team player who can deliver in a fast-paced environment

**Benefits**

* Ability to grow a portfolio of writing samples
* Opportunity to participate in networking events and company meetings
* Flexible schedule for students

To apply, send a cover letter, resume, and writing sample to [volunteer@hoolanapua.org](mailto:volunteer@hoolanapua.org). No calls please.