



Job Title: Our Tomorrow Policy Institute (College Internship)

Project/Department: Our Tomorrow is a city-wide network--led by youth, for youth--empowering young people to be policy and decision-makers in the community, schools, and local government. We believe intergenerational leadership has the potential to influence policies and decision-making in our communities and schools for equitable results.

Internship Description: As a Policy Institute Intern, you will provide support and guidance to the youth organizers on the planning and execution of the annual Our Tomorrow Policy Institute. The Our Tomorrow Policy Institute equips young people with the skills to analyze and develop policy, build a communications strategy, excel in public speaking, understand data & research acquisition, understand local, state, and national funding streams, fundraise, develop a coalition, and self-advocate. This position will report to the Youth Voice Manager.

Time Commitment & Compensation: The Policy Institute Intern position is a part-time temporary, non-exempt position with a scheduled end date of August 16, 2021. The hourly rate of pay is \$15.00, and the anticipated average workload is 30 hours per week. The preferred starting date is May 26, 2021. In accordance with best practices for limiting the spread of COVID-19 the position will be working remotely until further notice. Once our agency again allows employees full access to our offices, we will re-evaluate whether the position will be solely office-based or continue as a blend of in-office and remote work. Any work done onsite will be conducted in our offices at 454 Soledad Street, Suite 101.

Other responsibilities include;

- Support the lead youth organizer with the development and management of the planning committee for the Policy Institute.
- Provide support and guidance to youth organizers on the development and facilitation of a curriculum that introduces civic engagement subject matter to youth leaders.
- Co-lead the recruitment of local and state subject matter experts to facilitate civic engagement sessions during the policy Institute.
- Support development of a budget for the Policy Institute.
- Communicate program logistics with selected students
- Provide general support during the Policy Institute.

Qualifications:

The ideal intern possesses both the technical skills and positive personal attributes to model the Our Tomorrow values of youth voice, intergenerational leadership, collaboration, data-driven decision making, equity, and advocacy. Role-specific qualifications include:

- Bachelor's Degree or pursuing a Bachelor's Degree in Public Policy, Political Science, Education, or Public Administration is a plus.

- Candidates must have at least one year of related work experience in event planning, public policy, civic engagement, and/or classroom instruction.
- Passionate about youth organizing, movement building, and advocacy
- Experience in event planning is a plus.
- An ability to work and advocate in a collaborative style with diverse ethnic, cultural, and socio-economic groups, ability/disability, sexual orientation, and religion.
- An effective communicator--both written and oral.
- Candidates must exercise excellent judgment and discretion and have the ability to oversee significant projects. Strategic thinking, effective facilitation, and communications skills are key to this role.
- Firm grasp of available tools and platforms in the social media space.
- Working knowledge of Google Applications.
- Self-motivated, good organizational skills, detail-oriented with an ability to prioritize, multi-task, and meet deadlines.
- Enthusiasm for the mission of Our Tomorrow and the community and youth we serve.

To apply for this position, please submit your resume to Leroy Adams at leroy@uppartnership.org by 5:00 pm on Friday, May 21, 2021.

UP Partnership, formally the P16Plus Council of Greater Bexar County, is a collective impact partnership that leverages data and coordinates leaders to drive equitable youth outcomes across San Antonio. For more information about our organization, visit our website at <https://uppartnership.org>.

UP Partnership is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.