



**Job Title:** Our Tomorrow Policy Institute (High School 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 leading the planning and execution of the annual Our Tomorrow Policy Institute with the planning committee. 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;**

- Build and oversee the planning committee for the Policy Institute.
- Develop and support facilitation of curriculum that introduces civic engagement subject matter to youth leaders--to include a graduation trip to Austin.
- Recruit local and state subject matter experts to lead and facilitate sessions during the institute.
- Support young people to identify solutions to local problems and facilitate processes to develop, test, and propose visionary solutions to district school boards.
- Develop a budget to support creative engagement for the Policy Institute.
- Contribute to the Our Tomorrow blog and podcast.
- Create a "Youth Event Planning Guide"
- Maintain regular communications and updates with Youth Voice Manager

**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:

- Passionate about youth organizing, movement building, and advocacy.
- An ability to work and advocate in a collaborative style with diverse ethnic, cultural, and socio-economic groups, and individuals of diverse 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 complex projects.
- Strategic thinking and effective facilitation 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.
- Experience in event planning is a plus.

To apply for this position, please submit your resume or a statement of interest (300 words min.) to Leroy Adams at [leroy@uppartnership.org](mailto: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.**