



## Michigan Coalition Against Homelessness (MCAH) Public Policy Intern Position Description

**Position Title:** Public Policy Intern

**Reports To:** Director of Public Policy, MCAH

**Work Location:** Remote work currently

Main Office: 15851 S Old US-27 Building 30, Suite 315, Lansing, MI 48906 /  
Virtual for Spring 2021

**Position Summary:** Assist with the organization's advocacy endeavors including an increased presence with Congress and the Michigan Legislature through events, campaigns, outreach and the monthly Legislative Action Committee.

### Essential Duties and Responsibilities:

- Assist with scheduling, logistics and planning of several events, including advocacy days and education campaigns with legislators;
- Research and compose materials on specific policy priorities, talking points and one-pagers;
- Attend and keep minutes for monthly Legislative Action Committee meetings, schedule meetings, assist during Zoom calls, send out communications and follow up;
- Maintain list of national opportunities for advocacy through existing campaigns and action alerts;
- Engagement with legislative and Congressional offices- Members and staff;
- Conduct individual research into a broad range of topics related to homelessness including, but not limited to affordable housing, evictions, source of income protections, the Michigan Housing and Community Development Fund, and other appropriations items, etc.
- Other activities as assigned.

**Qualifications:**

- At least two years of college;
- Self-starter;
- Strong written and verbal communication skills;
- Ability to organize activities and prioritize assignments;
- Working knowledge of Microsoft Office Suite; Google platform
- Experience with general office operation helpful;
- Desire and ability to work collaboratively with others
- Ability to work independently;
- Desire to make a difference in the human service sector.

To apply for this position, please send resume and cover letter to Lisa Chapman, Director of Public Policy at [lchapman@mihomeless.org](mailto:lchapman@mihomeless.org).

**This is an internship position with remote work currently for organization located in Lansing, MI. Class credit may be available.**