



USAction Field and Program Intern –Spring 2012

USAction builds power by uniting people locally and nationally, on-the-ground and online, to win a more just and progressive America. Over the past ten years, with our 23 independent state affiliates and partners, we have helped to create successful national coalitions to register hundreds of thousands of voters, stop the privatization of Social Security and pass national health care reform. Right now, we are working to lead the fight to create a Main Street economy that works for all of us and protect the health care reform we worked to implement last year.

USAction is seeking a Field and Program Intern to support the work of our central program staff and state-based affiliates and partners. This position is designed for 16-25 hours per week, depending on availability, and scheduling is flexible in order to coincide with any academic and employment needs. This position will provide a unique and involved internship experience for a dedicated individual. The selected candidate will have the opportunity to work directly with a national non-profit organization in a setting where he or she will gain valuable hands-on work experience. The ideal candidate will have a strong commitment to social justice and progressive policies, excellent communication and interpersonal skills, strong attention to detail and reside in, or be able to relocate to the Washington, D.C. area.

We seek a motivated candidate with:

- Excellent communication skills, including a strong attention to detail
- An energetic and flexible attitude
- Strong proficiency with Microsoft Office Suite and general understanding of social media platforms. Experience working with Adobe design software is a plus.
- A desire to work in progressive politics or the non-profit sector
- Available to work 2-3 days per week. Hours are somewhat flexible, but the position requires a consistent schedule.
- No prior campaign experience is necessary.

Job Responsibilities:

- Research, compile, document and quantify activity conducted by our 27 state-based affiliates and partners on issue campaigns related to USAction's federal issues campaign agenda.
- Compile and distribute press clips and examples of USAction's and its affiliates' presence in the traditional news-media as well as in social media venues such as Facebook and Twitter.
- Suggest and write posts for USAction's social media outlets, including the blog, Facebook and Twitter.
- Support creation and maintenance of electronic files related to USAction's national and state-based legislative and electoral work.
- Support Field and Program staff in tracking and following up with affiliates and coalition partners for campaign sign-ons and grassroots activities.
- Support the Field and Program staff with regular administrative responsibilities and support all staff on special projects and needs.

If you are selected, we will provide any information you need in order to count the internship toward college credit if desired. To apply, please email cover letter, resume and 2-3 references to Mr. Jordan Rinehart at jrinehart@usaction.org. Only applicants selected for interviews will be contacted. This is an unpaid position. No phone calls, please.

USAction is an equal opportunity employer and encourages women, LGBT people, people with disabilities and people of color to apply. We work hard to recruit, retain, and identify leadership positions for staff members who represent these communities and/or who are from low-income backgrounds.