

**Heartland Alliance Research and Policy
Graduate Student Internships
2016-2017**



Heartland Alliance—the leading anti-poverty organization in the Midwest—believes that all of us deserve the opportunity to improve our lives. Our policy efforts strengthen communities; our comprehensive services empower those we serve to rebuild and transform their lives. Heartland Alliance’s Research & Policy Division has three types of research and policy internships available:

- 1. Policy and Advocacy Internships:** Heartland Alliance’s Policy and Advocacy team typically has one to two internships available each year. At the state level, the team works to advance legislative and administrative solutions to poverty. We draft legislation, advance legislative and administrative proposals, produce information to inform decision-makers and advance our campaigns, and build strategic alliances and coalitions to lift up an amplified voice to create systemic change. The team also weighs in strategically on national and local issues to advance the needs of Heartland Alliance programs and participants. Areas of expertise include health care, housing/homelessness, financial security/asset building, human services/safety-net, criminal justice, and workers’ rights. The work of policy interns typically includes research and analysis to inform our policy proposals and shape our advocacy; monitoring of state legislation; drafting material for external communications including social media and newsletter; and supporting the team’s special initiatives, such as planning and development of annual hearings on poverty, and periodic conferences on financial security. Interns are also encouraged to attend informational meetings with staff, help plan events and fundraisers, and prepare materials like fact sheets, infographics, talking points, and briefs.
- 2. Research Internships:** Heartland Alliance’s Social IMPACT Research Center (IMPACT) typically has one to two research internships available annually. IMPACT conducts applied research for a diverse array of groups including nonprofits, foundations, advocacy groups, government entities, consultants, and socially-conscious private-sector companies. We specifically focus on research related to human services, health care, employment, homelessness, nutrition/hunger, asset building, and poverty. Research interns have the opportunity to work in a highly collaborative learning-oriented environment on a wide variety of research project components, including literature reviews, secondary data mining/analysis, database design, data entry, quantitative and qualitative data analysis, fact sheet development, infographic design, GIS work, tool development, data collection, study recruitment, writing findings, and dissemination (including media work, social media, and presentations).
- 3. National Initiatives on Poverty and Economic Opportunity Internships:** Heartland Alliance spearheads three national initiatives—the National Transitional Jobs Network, the B.MORE Project, and the National Center for Employment and Homelessness—dedicated to getting chronically unemployed Americans back to work. We work to seed and advance effective employment solutions to help individuals facing barriers to employment succeed in the workforce and advance public policy to open doors to employment and economic advancement for a greater number of Americans. National Initiatives interns typically engage in the following areas of work: best practice research literature mining and synthesis; publication development; stakeholder engagement and coalition-building activities; event planning and coordination; communications activities including writing blogs and action alerts, website support, and social media; tracking federal legislation; writing issue-specific letters to members of Congress; and engaging in other federal advocacy.

Internship Details:

- The application process for interns typically occurs between January and March each year.
- Priority will be for school-year internships, which typically begin in August or September. These are paid positions at \$12 an hour for 19.5 hours per week.
- Summer job positions are occasionally available and typically begin in May or June. These are paid positions at \$12 an hour for either 10 weeks full time or 15 weeks part time. Priority for summer positions is given to incoming school-year interns.
- As space/project needs allow, undergraduate and summer-only interns may be considered.
- Off-campus Federal Work Study program participation may also be available for interns.

Applicant Requirements:

- **Second year masters-level, JD, or PhD students.**
- Priority will be for school-year internships. Students must be available to work 2 ½ days per week most weeks through the entire school year.
- For summer internship positions, if available, students must be available to work for either 10 weeks full time or 15 weeks part time.

Applicant Process:

Interns who meet the Applicant Requirements outlined above are asked to submit the following in order to be considered for an internship:

- Please submit a **cover letter** and **resume** by email only to Jean Lam at jlam@heartlandalliance.org.
- Please designate in the cover letter whether you are seeking a 'school-year'; 'school-year and summer'; or 'summer-only' internship.
- Summer internship positions will primarily be filled by incoming school-year interns. Students seeking summer-only internship will be considered depending on if there is an opening available and only at the end of the internship application cycle.
- Staff will review all the information submitted. Students will be notified by email with further instructions if they have been scheduled for an interview.
- Interviews are generally scheduled for Fridays from 9:00 a.m. to 5:00 p.m.
- You will be requested to complete a writing exercise that will take approximately one hour before the interview. Interviews are often conducted by several staff members from different teams and will take approximately one hour, so please allow for a total of two hours.