

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. The Heartland Alliance Research & Policy Team has three types of research and policy internships available:

- 1. Policy and Advocacy Internships:** Heartland Alliance's Policy and Advocacy team has 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, blog, 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) has two to three 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:

- Hiring for interns typically occurs between January and March each year.
- School-year internships 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.
- For school year internships, students must be available to work 2 ½ days per week most weeks through the entire school year.
- For summer positions, 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 to Jean Lam at jlam@heartlandalliance.org.
- Teams will review the information and get back to you to let you know if you have been selected for an interview.
- Interviews are typically scheduled for Monday mornings 8:30 a.m. to noon or Friday afternoons from noon to 5:00 p.m.
- The interviews are often conducted by several staff from different teams and typically last one hour.
- That same day of the interview, you will be asked to complete a writing exercise at our office that can last up to 60 minutes.