

# Job Profile



**Job title:** Organizing Intern

**Department:** Civic Engagement

**\*This is a non-paid internship\***

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## **About The Equity Alliance:**

The Equity Alliance is a Nashville-based 501(c)3 nonpartisan non-profit organization that proactively advocates for African-Americans and other communities of color to have a fair and just opportunity at realizing the American dream. We believe in using our voting power as a weapon in the fight for social and economic justice. Our work is centered on four primary vehicles through which we build people power and create a more informed electorate: Grassroots and community organizing; Electoral activation and mobilization; Legislative advocacy; and Leadership development. The Equity Alliance shares staff with Equity Alliance Fund, a 501(c)4 social welfare organization.

## **Position Summary:**

The Equity Alliance is seeking an organizing intern to assist in our voter engagement plan. The Campaign Organizing Internship will work closely with the Organizing team on presentations and meetings with communities, coordinating actions and logistics for events, training sessions, voter registration, and canvassing. Through this internship, you will gain skills, knowledge, and experience in grassroots community organizing, political education, legislative campaign planning, and community outreach

## **Essential Functions:**

*The following are indicative of the essential functions required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This profile is not intended to be all inclusive of tasks and responsibilities required; it provides a description of the critical responsibilities associated with this position.*

- Assist with organizing voter registration, phone banking, and canvassing throughout the state during the election season
- -Helping build a volunteer canvassing project for the 2018 elections
  - Lead and organize volunteer canvasses during the 2018 election season
  - Coordinate meetings and presentations with community members and outside groups
- Research state and local policy changes
- Data entry and follow up
- Other duties as necessary

## **Competencies:**

- Strong commitment to The Equity Alliance's vision and mission

- Desire to learn about diverse communities
  - Interest in social change and current events
  - Ability to work well as part of a team
  - Organized and detail oriented
  - Basic literacy with Microsoft Office, popular social media platforms, and data management systems
  - Ability to work some weekends and evenings Hours per week:
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I, \_\_\_\_\_, acknowledge review of this job description.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

*The Equity Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*