



Internship Opportunity ACLU of Arizona Legislative Intern 2010

The **American Civil Liberties Union (ACLU) of Arizona** is a statewide, nonprofit, nonpartisan organization dedicated to the principles of liberty and equality embodied in the U.S. and Arizona constitutions. Founded in 1959, the ACLU of Arizona is responsible for advancing the civil liberties agenda before the Arizona Legislature and local government bodies. The ACLU of Arizona invites applications for a Legislative Internship that will begin in January 2010.

INTERNSHIP OVERVIEW:

A Legislative Internship at the ACLU of Arizona provides students with an opportunity to actively lobby in support of a wide variety of civil liberties issues, including immigrants' rights, tuition tax credits, separation of church and state, reproductive freedom and racial profiling. The Legislative Intern will be supervised by the ACLU of Arizona Executive Director. A semester-long commitment throughout most of the 2010 legislative session is requested, although the specific length and terms of the internship will be negotiated when an offer is made. This internship is unpaid, with the opportunity to earn school credit. Work will be approximately 10 - 12 hours/week.

ROLES & RESPONSIBILITIES:

The responsibilities of the Legislative Intern will include:

- Research the civil liberties implications of legislative proposals.
- Assist in drafting testimony for legislative hearings or in preparing materials for legislative visits.
- Attend hearings, prepare written reports on actions and prepare and send correspondence.
- Maintain databases and update fact sheets.
- Track legislation.
- Accompany staff members to coalition meetings as necessary.
- Research and write issue statements for inclusion on the ACLU of Arizona's Web site, newsletters and/or action alerts.
- Provide administrative support to Executive Director and other staffers who lobby.

EXPERIENCE & QUALIFICATIONS:

- Strong writing and communication skills
- General knowledge of the legislative process
- Enthusiasm and an interest in the role of policy advocacy and civil liberties issues
- Strong research skills
- Experience with Microsoft Office (Word, Excel)

HOW TO APPLY:

Applications will be accepted until December 1st. Interviews will be scheduled on a rolling basis throughout the fall. Applicants should send a cover letter, resume, and writing sample. The cover letter should include your availability and your specific interests in civil liberties. Please submit all materials to:

*American Civil Liberties Union of Arizona
Legislative Internship
Attn: Alessandra Soler Meetze
P.O. Box 17148
Phoenix, AZ 85011
(no e-mails please)*

The ACLU of Arizona is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.