

The ACLU of Arizona works to advance equity and dismantle systemic injustice through legal action, policy advocacy, and mobilizing our communities to protect the civil rights, liberties, and dignity of all Arizonans. The ACLU of Arizona invites applications for a 3-month Policy Internship from June to August (Summer), September to November (Fall), and February to April (Spring).

## **INTERNSHIP OVERVIEW**

Interns will have the opportunity to gain valuable experience by working in our Policy Department and assisting in all aspects of the ACLU of Arizona's policy advocacy across a variety of civil rights and civil liberties issues. Interns may attend legislative hearings and partner meetings, conduct policy or legal research, analyze the impacts of existing laws and policy, identify and engage with key stakeholders, create educational materials, and assist in the preparation of reports, testimony, or other advocacy documents.

The policy intern will be supervised by the ACLU of Arizona Policy team. A minimum commitment of 10 weeks is requested, although the specific length and terms of the internship will be negotiated when an offer is made. This internship is paid, with a stipend of \$15 per hour worked. Work will be approximately 12 hours per week. The internship may be used for work study or course credits.

We intend to offer two positions for each internship cycle. Applications are reviewed on a rolling basis with seasonal cut-off dates below:

- Summer internship application deadline: **June 1, 2025**
- Fall internship application deadline: **August 31, 2025**
- Spring internship application deadline: **January 5, 2026**

Location: Arizona; Phoenix preferred with virtual or hybrid options available.

## **EXPERIENCE AND QUALIFICATIONS**

- Strong writing and public policy or legal research skills
- Excellent communication skills, both verbal and written
- Ability to meet deadlines and initiative to see projects through to completion
- Attention to detail, excellent organization, and time-management skills
- Proficiency in Microsoft Office Suite
- Good interpersonal and analytical skills
- Commitment to diversity, equity, and inclusion, and a personal approach that values the individual and respects differences
- Demonstrated interest in civil liberties, civil rights, and social justice
- Commitment to civil rights, liberties, and the mission of the ACLU of Arizona
- Students in undergraduate or graduate programs in law, public policy, or related fields as well as law students are encouraged to apply

## **HOW TO APPLY**

Applicants should submit a cover letter that describes your interest, a current resume, and a writing sample (no more than 5 pages) to [policy@acluaz.org](mailto:policy@acluaz.org). Please note “Policy Internship” along with your semester preference (Spring, Summer, or Fall) in the subject line of your email. No phone calls or walk-ins, please.

The ACLU of Arizona is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Arizona encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.

The ACLU of Arizona undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodation in the application process to contact: [info@acluaz.org](mailto:info@acluaz.org). Correspondence sent to this email address that is not related to requests for accommodation will not be reviewed. Applicants should follow the instructions above regarding how to apply.

## **ABOUT THE ACLU**

With ACLU affiliate offices in all 50 states, Washington, D.C., and Puerto Rico, the ACLU fights tirelessly in the courts, legislatures, and through community engagement to ensure that all individuals’ rights are protected.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU of Arizona reserves the right to change the description and/or posting at any time without advance notice.

The ACLU of Arizona is the state affiliate of the ACLU and comprises two separate corporate entities, the ACLU of Arizona and the ACLU Foundation of Arizona. This posting refers collectively to both entities under the name, “ACLU of Arizona”. To learn more about the work of the ACLU, please visit [www.acluaz.org](http://www.acluaz.org) and [www.aclu.org](http://www.aclu.org).