

Position Title: Policy and Advocacy Intern

Department: Advocacy

Job Location: Hybrid, Washington D.C.

Status: *Unpaid*, University Credit & Professional Networking Opportunities Included

Availability: Full-time/part-time, 20 hours/week minimum, Flexible Schedule

Application deadline: March 31st, 2025

Primary Purpose: The Policy & Advocacy Intern supports a dynamic, forward thinking, mission-centered Advocacy team at Church World Service. This position works closely with the Advocacy team to support our policy and advocacy goals at the national, state, and local levels impacting refugees, asylum seekers, unaccompanied children, and immigrants. The Policy and Advocacy Intern supports the policy staff in drafting policy documents, toolkits, and resources for the organization, as well as managing logistics for advocacy-related events and supporting the team with administrative tasks. The intern will be asked to research and analyze state and national refugee and immigration related policies and build materials for diverse audiences in our networks. Interns are expected to keep up-to-date on political news at the state and national level to assist the Advocacy team in releasing timely and relevant responses. The intern will attend coalition and partner meetings as needed.

Skills & Qualifications:

- Ability to work in a multicultural environment required.
- Commitment to diversity, equity, and inclusion and willingness to support CWS's [Platform on Racial Justice](#) required.
- Demonstrated strength in policy research and writing. Must be able to quickly and accurately obtain information and write clearly, concisely, and persuasively.
- Exceptional interpersonal skills, including the ability to listen, communicate effectively, and build lasting relationships with refugee leaders, program staff, and advocacy staff.
- Ability to collaboratively support diverse colleagues from a variety of professional, cultural, and educational backgrounds.
- Team-oriented, with a high level of self-motivation and ability to meet goals and manage time in a fast-paced environment.
- Ability to convert policy research and updates into quality advocacy materials.
- Integrity, professional discretion, and ability to handle sensitive or confidential matters.
- Must be a current student enrolled in university, but any grade level and area of study is welcome to apply given a demonstrated ability to assist the organization in this role.
- Fluency in a language in addition to English is a plus.
- Internship start and end dates are flexible. To apply, please submit a resume, cover letter, and writing sample in PDF format by **March 31st, 2025. Applications will be considered on a rolling basis, so please apply as soon as possible.** To apply, send an email containing your application materials with the subject line Summer 2025 Policy Internship Application to Thea Holcomb at tholcomb@cwsglobal.org.

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At Church World Service, we are dedicated to building a diverse, inclusive workspace. So, if you're excited about this role, but your past experience doesn't align perfectly with the job description, we encourage you to still apply.