



## **Innovation Ohio/Innovation Ohio Education Fund: Women's Policy and Programming Intern (Spring Semester 2022)**

Innovation Ohio is seeking a women's policy and programming intern to join our team for spring semester 2022, beginning as early as February 2022. This is a great opportunity to work at a non-profit policy and advocacy organization, supporting their efforts to advance public policy that builds economic opportunity and health equity for women and families. You will help us do legislative research, draft memoranda, attend legislative sessions and hearings, and contribute to projects throughout your time here. The intern will also provide policy and programming support for IO//IOEF affiliate initiatives, including the Women's Public Policy Network.

### **Projects / Learning Outcomes:**

Interns will learn how nonprofits, elected officials, and advocacy groups work together to enact change at the local, state, and national level. The intern will also gain valuable knowledge on how the legislative process works in Ohio. The cohort of interns will help conduct legislative research, draft memoranda, and contribute to other projects, and will be responsible for a legislative accountability research program.

### **Responsibilities:**

- Help draft, edit, and produce policy briefings, reports, blogs, and other written materials
- Monitor and track the progress of priority legislation at the Statehouse and Congress
- Track and record votes from this General Assembly
- Assist with electoral research projects, focused through an intersectional gender lens
- Support the creation of weekly newsletters for WPPN
- Assist staff with other projects, such as Voter Guides and Legislative Scorecards
- Attend (virtual) rallies, press conferences, and other events

### **Qualifications and Expectations:**

- General knowledge of politics and policy, especially at the state level in Ohio
- Proficient in use of Microsoft Office and Google Drive
- Ability to prioritize multiple projects and work independently
- Ability to do research and distill it into a concise, intuitive narrative
- Demonstrates a high standard of ethics and professionalism
- Reliable access to a computer and the internet and the ability to dial-in to remote meetings
- Dependability, commitment to the work and passion for social justice, gender equity, and racial equity

**Desired Major(s):** Students of Political Science, Public Policy, Public Administration, Economics, Communications, Women's, Gender and Sexuality Studies, or majors in other related fields are encouraged to apply.

**Salary Level:** Unpaid, College/University Credit Available if Applicable

**Approximate Hours Per Week:** 7-15 hours per week with flexible scheduling

**Duration:** Beginning as early as February 2022 through at least May 2022, with the opportunity to continue internship beyond that timeframe

**Location:** Remote/virtual, with in-person opportunities in Columbus, Ohio given proper COVID-19 safety precautions. *This is primarily a virtual position so all applicants must have the capacity to work remotely.*

**To apply:** Email your application to Erin Ryan at [ryan@innovationohio.org](mailto:ryan@innovationohio.org) with your resume, cover letter, and 1-2 writing samples with the subject line 'Women's Policy Intern\_Name'. Please be sure to combine your cover letter, resume/CV, and sample writing assignment or work product into one PDF file and attach this combined document

*Innovation Ohio operates two separate nonprofit organizations to maximize the progressive agenda: Innovation Ohio and the Innovation Ohio Education Fund. This job posting refers collectively to the two organizations under the name Innovation Ohio. Innovation Ohio Education Fund is a nonpartisan 501(c)(3) tax-exempt research and educational institute. It undertakes research, public education and a limited amount of lobbying. Innovation Ohio is a nonpartisan 501(c)(4) tax-exempt organization dedicated to achieving progress through action. It works to transform progressive ideas into policy through rapid-response communications, legislative action, grassroots organizing, political advocacy, and partnerships with other progressive leaders. The organizations share office space and employees.*

*Innovation Ohio is an equal opportunity employer dedicated to promoting diversity, equity, and inclusion. Diversity is more than a commitment at Innovation Ohio — it is the foundation of what we do.*

*Innovation Ohio recruits, employs, trains, compensates, and promotes regardless of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, veteran status, medical condition, and all the other characteristics that make us unique.*