



## Education & Advocacy Intern

- I. **PURPOSE OF POSITION:** To assist Education and Advocacy Coordinator identify system advocacy issues locally and on the state level and participate in the development of plans to minimize those barriers and to connect with self-advocates and community members about issues important to them
- II. **POSITION PARAMETERS:** Reports directly to the Education and Advocacy Coordinator Unpaid Internship; Minimum of 20 hour per week; Mileage & expenses reimbursed.
- III. **MINIMUM QUALIFICATIONS:**
  - Currently working on a degree in a field related to the positions job activities, or, equivalent education and work experience;
  - Excellent written and verbal communication skills and the ability to present information in a clear, concise manner;
  - Literacy in computer applications including word processing, excel, and Microsoft outlook;
  - Ability to handle multiple tasks;
  - Professional manner in dress and when interacting with others both inside and outside of the organization;
  - Reliable transportation;
  - Good team working skills;
  - Self-motivated;
  - Personal experience and/or an intimate knowledge of disabilities;
  - Strong desire to see the Independent Living Philosophy carried out in the community.
- IV. **JOB ACTIVITIES AND PERFORMANCE INDICATORS (in order of priority):**
  - A. **Assist with systems advocacy efforts locally and state wide**
    - PI. Assist EAC in identifying systems issues in our state and service area
    - PI. Research current local and state advocacy issues along with possible advocacy solutions
    - PI. Based on research of RAMP, local, and statewide advocacy issues develop a project with the goal of educating on the topic and possible systems solutions
    - PI. Assist with creation/dissemination of emails to stakeholders, staff, Legislators and advocates
    - PI. Assist EAC in tracking progress and implementing plans related to advocacy in RAMPs strategic plan.
    - PI. Attend advocacy related meetings with EAC to meet with legislators, advocates and community members
    - PI. Ensure case notes and other required consumer documentation is completed within 48 hours of contact.