



Advocacy and Public Policy Internship
Job Description

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Monarch Housing Associates is looking for an advocacy and public policy intern. This internship provides the opportunity to use your communication skills, assist with planning a major advocacy campaign and event from start to finish and learn about the public policy landscape both in New Jersey and at the federal level.

Founded over 25 years ago, Monarch Housing Associates is a mission driven, results oriented non-profit located in Cranford, New Jersey. Our Vision is that every person will have quality affordable, permanent housing that fosters freedom, independence and community integration. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing through development, planning, advocacy and partnerships.

Monarch's Public Policy program advocates to ensure that adequate resources are available to end homelessness and expand the supply of supportive housing that people can afford. In July 2017, Monarch worked with over 20 partners across the state to coordinate a Congressional Reception. Over 350 advocates from New Jersey traveled by bus and the event was attended by both of New Jersey's U.S. Senators and the majority of the House members and their staff.

Monarch is seeking a for-college-credit intern to assist with email, phone, social media and possibly video communication, outreach, event planning, database management and other day-to-day office responsibilities around advocacy in general and more specifically, the July 2018 Congressional Reception. The intern will work alongside our experienced professionals to complete projects related to advocacy and public policy.

The internship opportunity offers flexibility around hours and working at the office or remotely. This internship opportunity would work for a student interested in either a full or part-time commitment. The student may be expected to use his/her own computer.

Qualifications

- Passion for and interest in working with nonprofit organizations.
- Ability to juggle multiple tasks, work independently and as part of a team, and have a flexible approach to changing priorities.
- Excellent verbal and written communication skills.
- Proficient in use of Microsoft Office software (including MS Word and MS Excel)
- Professional demeanor and self-motivated.
- Dependable, organized and personable.
- Must be punctual, organized, and detail-oriented.
- Must earn college credit for the internship (
- Experience and/or course work in nonprofits is a plus, but not required.

Skills Gained

- Experience around working on public policy issues that can transfer to beyond ending homelessness
- Verbal and written communication with a variety of constituencies
- Knowledge around nonprofit operations

To apply, please send your résumé and cover letter to kkelly@monarchhousing.org. If you have any questions, please do not hesitate to contact us at 908-272-5363 x224.

Visit <http://www.monarchhousing.org> to learn more about our organization. Monarch Housing is an equal opportunity employer.