



ACLU-TN Advocacy Internship

LOCATION

American Civil Liberties Union of Tennessee, Nashville, Tennessee

(Remote positions may be available due to COVID-19. Remote positions are also available for applicants living outside of the Metropolitan Davidson County area.)

DEPARTMENTS

Communications or Policy

DEADLINE DATE

Spring internships: November 1, or until the internship is filled

Summer internships: March 1, or until the internship is filled

Required Hours Per Week: 20 hours per week for Spring 2023

Rate of Pay: \$20 per hour (for non-academic credit internships)

The ACLU of Tennessee, the state affiliate of the national American Civil Liberties Union, is a private, non-profit, non-partisan public interest organization dedicated to defending and advancing civil liberties and civil rights through advocacy, coalition-building, legal, legislative, community mobilization, and public education initiatives. Our mission is to translate the promises of the Bill of Rights into reality for all Tennesseans.

ACLU-TN has been on the front lines of many struggles for civil liberties and civil rights. As we move into a new era and face dangerous government policies and practices, we remain dedicated to confronting these issues and defending the progress we have made. We continue to successfully pursue cutting edge initiatives on a range of issues, including criminal legal reform, voting rights, policing, fair treatment of immigrants and refugees, LGBTQ equality, religious freedom, freedom of speech, education equity, and reproductive justice.

ACLU-TN's **communications program** spearheads the organization's community engagement and public education work, and oversees organizational communications. The program works with the media, launches multimedia advocacy campaigns, drafts and publishes reports and program materials, manages the organization's website, e-alert network and social media, and keeps ACLU-TN members, supporters, and the public apprised of ACLU-TN's work.

ACLU-TN's **policy program** advocates at the state and local level to promote and advance civil liberties and civil rights, including legislative lobbying, implementing issue campaigns, and coalition building and participation.

The communications and policy departments work hand-in-hand on a number of initiatives. **Advocacy interns work with either ACLU-TN's communications or policy department on a variety of projects.** Accepted candidates are assigned to a department

by the organization based on the intern's skills and interests, academic requirements (if applicable), and organizational needs.

Possible projects may include:

- Legislative research
- Supporting public education campaigns, local campaigns and events
- Engaging in advocacy at the local level to promote civil liberties and civil rights
- Assessing public education materials and assisting in identifying materials to develop
- Assisting with social media updates and strategy
- Supporting research and writing of policy briefers, reports and other educational materials
- Assisting in outreach opportunities across the state and staffing tables at events, including both in-person and virtual events
- Creating and designing posters, flyers, and more
- Producing content for the website, newsletters, press releases, e-blasts, advocacy materials, and other materials as necessary
- Creating summaries and/or analyzing statewide civil liberties news developments, policy issues, etc.
- Expanding and maintaining the press database and creating reports of media mentions and news
- Working on special projects
- Other duties as determined by the needs of the department or organization
- In addition to project or program specific assignments, interns occasionally engage in administrative work

ADVOCACY INTERN DESIRED QUALIFICATIONS:

This internship is open to both students who are currently enrolled in an undergraduate or graduate program and to people who are not students but who can apply their unique lived experiences, passion for social justice and desire to learn more about ACLU-TN's programmatic work to the position of intern. All applicants are expected to possess the following:

- Interest in and commitment to civil liberties and civil rights, and to racial and social justice
- Excellent research, writing and communications skills
- Proficiency in Microsoft Office Suite and web-based research
- Ability to work independently with minimal supervision and as a team member
- Solutions-oriented approach
- Detail-oriented with the ability to manage projects
- Sense of humor

HOW TO APPLY:

1. Visit <https://action.aclu.org/volunteer/2022-intern-application-form> and complete the "Intern Application Form."

2. Create a single PDF or Word document that includes all of the items bulleted below and email it to applications@aclu-tn.org, referencing “Advocacy Internship – *Your Name*” (ex. "Advocacy Internship – Roger Baldwin") in the subject line:
 - A letter of interest that describes why you are pursuing this internship, why you would be a good fit, and where you heard about this opportunity
 - Your resume
 - A list of contact info for three references, including your relationship to them

If you do not have access to email, you can also mail your application to:

ACLU of Tennessee
RE: Advocacy Internship
P.O. Box 120160
Nashville, TN 37212

DEADLINES:

- The deadline to apply for all spring internships is November 1.
- The deadline to apply for all summer internships is March 1.
- The deadline to apply for fall internships for academic credit is March 1.
- The he deadline to apply for fall internships is June 5.

Founded in 1968, ACLU-TN is a private, not-for-profit, nonpartisan organization with over 35,000 members and supporters across the state. We pursue our mission through advocacy, legislative lobbying, litigation, and public education.

ACLU-TN values an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or record of arrest or conviction.