

EQUITY

FORWARD



EQUITY FORWARD JOB DESCRIPTION

Position: Intern
Location: Remote – United States
Status: Part Time – 20 hours/week
Reports to: Project Director

Position Summary

Equity Forward, a project of the Hopewell Fund, is looking for an academic year intern to conduct research on reproductive health issues. The ideal candidate will have a background in political research and a commitment to protecting reproductive rights.

The intern will support Equity Forward's research team. The position requires excellent written and verbal communication skills, the ability to think strategically, incredible attention to detail, and strong organizational skills. A flexible personality, sense of humor, and positive attitude are also essential.

This position is remote and can be performed from any location in the United States but requires some adherence to East Coast work hours. The hourly rate for this position is \$25/hour for a maximum of 20 hours per week.

Essential Responsibilities and Tasks

- Experience conducting public records research including; drafting, sending and tracking FOIA/RTK/Sunshine requests and productions
- Reviewing public records we receive and compiling public records reports
- Working with research team to conducting news, internet, and database searches to inform these reports
- Working with research team to track legislative and agency developments as related to the fields of sexual and reproductive health, rights and justice
- Working as part of a team to produce research reports, fact sheets, and blogs on reproductive health issues, including uploading these materials to the Equity Forward website
- Administrative support such as taking meeting notes
- Other duties as assigned

Required Experience, Knowledge, and Skills

- Currently or recently enrolled in an undergraduate or graduate degree program in government, political science, public policy, public health, law, or a related field
- Some professional experience in political research or related fields. This could include academic research, political advocacy, campaign, policy analysis or public policy research, and/or experience on Capitol Hill or in state government
- Excellent verbal and written communication skills
- Smart political judgment and discerning eye
- Ability to work independently and juggle competing priorities and strict deadlines
- Proven track record for being a self-starter
- Attention to detail

- Commitment to reproductive health issues

Preferred Experience, Knowledge, and Skills

- Experience conducting public records research
- Experience analyzing financial reports and disclosures
- Knowledge of state and federal government systems

How to Apply

Email cover letter and resume to jobs@equityfwd.org with “Intern Applicant” in the subject line.

Hopewell Fund Careers

Equity Forward is a project of the Hopewell Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The Hopewell Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The Hopewell Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.