



**New York City Alliance
Against Sexual Assault**

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2021-2022 INTERNSHIP

Title: Policy Intern

Report to: Director of Prevention & Policy

Start Date/ Schedule: September 2021 start date, schedule is flexible with preference of a commitment of 12 - 16 hours per week through the Spring semester

Organizational Overview

The New York City Alliance Against Sexual Assault (the Alliance) is a non-profit whose mission is to prevent sexual violence and reduce the harm it causes through education, research and advocacy.

Background

The Alliance serves all five boroughs and works closely with rape crisis programs, hospitals, District Attorney's Office, New York City Police Department and city leaders to develop and implement best practices in the treatment of and response to sexual assault survivors. We are a Regional Sexual Assault Prevention Center for NYC and have one of the largest Sexual Assault Forensic Examiner Training Institutes in New York State. We are seeking a talented, dedicated graduate student intern who can work on policy and advocacy components of our work. Will provide necessary documentation for credit if available and desired.

Responsibilities

- Support legislative efforts that are raised during NYC and state legislative sessions by conducting research, preparing memorandum of support, drafting public comments, and working with partners on advocating for specific legislative and policy changes;
- Work with the New York City Council Members and NYS Legislators on sexual assault issues;
- Continue the work of the annual campaign to assure funding for the Rape Crisis Centers in New York State in collaboration with coalition partners;
- Support advocacy efforts aimed at Alliance legislative priorities;
- Assist with organizing meetings for representatives of Rape Crisis Centers with major stakeholders in the field to promote victim-centered policies and practices in NYC;
- Streamline policy priorities across the organization to develop a legislative agenda;
- Update and utilize legislative tracking system to develop reports and disseminate up-to-date tracking information regarding priority bills;
- Update summaries of policy work for Alliance website;
- Support other policy efforts and offer additional support with specific tasks as necessary.

Qualifications

- Excellent research and organizational skills
- Attention to detail, along with ability to work independently and creatively
- Law Student or Graduate student in Public Policy, Public Health, Social Work or related field needed
- Experience working with New York City Council Members and NYS Legislators offices a plus
- An interest in working with an anti-violence organization and with a passion for working to reduce the harm caused by sexual violence
- Excellent interpersonal, communications and organizational skills and ability to treat confidential information appropriately, ability to prioritize multiple tasks and attention to details are important

Supervision Support

The Policy Intern will receive ongoing supervision and support throughout the internship, including:

- Weekly supervision meetings
- Meetings with leadership to discuss policy priorities
- Option to join Prevention team meetings
- Option to join all staff meetings

How to apply

To apply for this position, please email your cover letter and resume as a single word or pdf document to rgeller@svfreenyc.org with the subject line: "Policy Intern". Incomplete applications will not be considered. NO PHONE CALLS PLEASE