

**Job Title:** Advocacy and Research Intern

**Location:** Washington, DC

**About TRCC:**

The Root Cause Coalition a national coalition of organizations resolved to reverse and end the systemic root causes of health inequities through cross-sector partnerships. As a member-led organization, we are driven by our diverse community of dedicated members and supporters who are passionate about addressing social drivers of health. We are seeking a dynamic and motivated Membership and Marketing Intern to join our team and contribute to our mission.

**Position Summary:**

The Advocacy and Research Intern will assist the advocacy and research teams in supporting policy analysis, research projects, and Federal advocacy efforts. This role offers a unique opportunity to gain hands-on experience in non-profit advocacy, policy research, and strategic communications.

**Key Responsibilities:**

1. *Research Support:*

- Work closely with the Senior Advisor, Research, to develop member and public-facing materials related to TRCC's original research, including presentations, executive summaries, blog posts, and other materials as assigned.
- Conduct research on relevant issues, policies, and legislation pertinent to our mission.
- Collect and analyze data from various sources, including academic journals, government reports, and other advocacy organizations.
- Prepare summaries, reports, and briefing materials to support advocacy initiatives and policy positions.

2. *Advocacy Assistance:*

With the Senior Advisor, Advocacy:

- Assist in developing and implementing advocacy strategies and campaigns.
- Support the creation of advocacy materials, such as fact sheets, policy briefs, and public statements.
- Help coordinate and organize advocacy events, including meetings with policymakers and public forums.

3. *Monitoring and Analysis:*

With the Senior Advisor, Advocacy:

- Monitor legislative and policy developments relevant to health equity and social drivers of health and provide timely updates to the team.
- Analyze the impact of new and proposed policies on our mission and members.
- Track and report on advocacy campaign performance and outcomes.

4. *Administrative Support:*

- Provide general administrative support to the advocacy and research teams, including scheduling meetings, managing files, and preparing documentation.
- Assist with organizing and maintaining research and advocacy databases and resources.

#### 5. *Collaboration and Communication:*

- Collaborate with team members to ensure alignment and effectiveness of advocacy efforts.
- Contribute to internal communications and share updates on research findings and advocacy progress.

#### **Qualifications:**

- Currently pursuing or recently completed a degree in Political Science, Public Policy, Public Health, Sociology or a related field.
- Strong research and analytical skills with the ability to synthesize information from various sources.
- Strong written and verbal communication skills with a keen eye for detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with legislative research tools and programs (Bloomberg Government, Congress.gov, etc.)
- Familiarity with social media platforms, email marketing tools, and basic graphic design software (e.g., Canva, Adobe Creative Suite) is a plus.
- Ability to work independently as well as collaboratively in a team environment.
- Strong organizational and time-management skills, with the ability to handle multiple tasks and deadlines.
- Passion for the mission of TRCC and a commitment to making a positive impact.

#### **Benefits:**

- Gain practical experience in advocacy and policy research within a dynamic, national non-profit.
- Opportunity to work alongside experienced professionals and contribute to meaningful projects.
- Networking opportunities with professionals in health equity.
- Flexible schedule
- Monthly stipend

#### **Application Instructions:**

To apply, please submit your resume and a cover letter detailing your interest in the role and relevant experience to Administrative Director Leigh Maltby at [lmaltby@rootcausecoalition.org](mailto:lmaltby@rootcausecoalition.org).

The Root Cause Coalition is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants.

#### **Contact Information:**

For inquiries, please contact Administrative Director Leigh Maltby at [lmaltby@rootcausecoalition.org](mailto:lmaltby@rootcausecoalition.org).