

Position Description

Title: Advocacy Intern

Travel: None

Division: Advocacy

Status: Stipend, Temporary

Reports to: Policy Manager, Advocacy

Standard Work Hours: 19 hours per week during
M – F, 9:00 AM – 5:30 PM

JOB SUMMARY:

Reporting to the Policy Manager, the Advocacy Intern provides advocacy services and work product to CNHA that advance the advocacy goals and priorities of the organization, as set by the CNHA CEO. The Advocacy Intern participates in the planning and implementation of CNHA's advocacy at all branches of government at the county, state, federal and international levels, as well as within the community and in the private sector. The Advocacy Intern's services and work product may include interaction and communication with CNHA's Board of Directors, membership, executive leadership, and staff; community leaders, members and partners; participants in the Annual Native Hawaiian Convention; and government and elected officials.

The Advocacy Intern contributes to the development, coordination, and successful implementation of advocacy strategies as they relate to mobilizing the community and addressing community concerns. Critical among the Advocacy Intern kuleana is helping to coordinate and deliver the advocacy and public policy components of ongoing Maui relief efforts, the Annual Native Hawaiian Convention, and relevant grant projects.

DUTIES, RESPONSIBILITIES, and EXPECTATIONS:

Duties and responsibilities may include, but are not limited to the following:

- Serves as a technical resource person providing professional research and technical support on data and on policy-related issues of importance to the Native Hawaiian community.
- Identify, monitor, track, review, analyze, and develop recommendations to CNHA leadership on public policy and other advocacy issues aligned with the mission of CNHA.
- Advocate on public policy and other positions that have been approved by the CNHA CEO, including, but not limited to, preparing, drafting and submitting timely written communications to government and other decision-makers; representing CNHA at public and private hearings or meetings; delivering formal, official oral testimony or other verbal communication on behalf of CNHA, only as assigned by the Policy Manager;
- Coordinates and attends meetings with government officials, partners, community leaders, and member organizations.
- Attends and monitors legislative, government, and community hearings and meetings.
- Provides strategic advice and recommendations to the organization on all matters relating to advocacy.

- Contributes to fulfilling requirements and deliverables of grants awarded to CNHA, by conducting research and issue analysis, convening stakeholders, drafting reports and other activities as necessary.
- Responds to public policy or advocacy inquiries from the community or CNHA members.
- Contributes to CNHA advocacy services, programs and initiatives that benefit CNHA members and the broader community.
- Collaborates with colleagues on projects and proposals.
- Participates and performs duties as assigned for CNHA's Annual Native Hawaiian Convention, including helping to coordinate and deliver the advocacy and public policy components of the convention.
- Complete other projects and tasks as assigned.

PERFORMANCE EXPECTATIONS:

- Demonstrates a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
- Utilizes excellent verbal and written communication, people skills, and a positive, can-do attitude with co-workers, clients, members, and the community, and in all work products.
- Functions in a self-directed, high initiative, and motivated manner that results in successful administration and collaboration.
- Applies research, experience, communication, strategy and learning that results in problem-solving and maximum quality and utilization of the organization's resources. Consistently provides solutions to challenges encountered.
- Works to further CNHA's advocacy priorities.

REQUIRED EDUCATION, EXPERIENCE, AND SKILLS:

- Current enrollment at or recent graduation from an accredited college or university with a bachelor's or graduate degree in political science, communications, government, social sciences, Hawaiian studies, Hawaiian language, or related field.
- Direct experience working with the Native Hawaiian community, or on matters relating to Native Hawaiian rights, Native Hawaiian culture, or social justice generally is preferred, but not required.
- Quality writing, research, and editing skills.
- Highly organized and detail-oriented, flexible, and collaborative with an ability to prioritize and manage multiple tasks simultaneously.
- Excellent interpersonal skills (negotiation, listening and communication skills) characterized by effective interactions with a diverse range of internal and external constituents, stakeholders, and audiences.
- Ability to effectively work in a dynamic and fast-paced environment and set and achieve goals.
- Personal qualities of integrity, credibility, and a commitment to CNHA's mission.