

Position Description

Title: Advocacy Intern

Travel: None

Division: Advocacy

Status: Stipend, Temporary

Reports to: Policy Manager

Standard Work Hours: 15 hours per week
during M - F, 9:00 AM - 5:30 PM

JOB SUMMARY:

The Advocacy Intern provides services and work products to CNHA that advance the advocacy goals and priorities of the organization. The Advocacy Intern participates in the planning and implementation of CNHA's advocacy for all branches of government; at the county, state, federal and international levels; and within the community, non-profit, and private sector. The Advocacy Intern's duties may include interaction and communication with CNHA's membership, executive leadership, and staff; community leaders, organizations, and partners; and government and elected officials.

The Advocacy Intern contributes to the development, coordination, and successful implementation of advocacy strategies as they relate to 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 state legislative session, and relevant grant projects.

DUTIES and RESPONSIBILITIES:

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

- Provide 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 policy recommendations aligned with the mission of CNHA.
- Advocate on positions approved by the manager by preparing, drafting, and submitting timely written communications to government and other decision-makers; representing CNHA at public and private hearings or meetings; and delivering formal testimony or other verbal communication on behalf of CNHA.
- Coordinate and attend meetings with government officials, partners, community leaders, and member organizations.
- Attend and monitor legislative, government, and community hearings and meetings.
- Provide strategic advice and recommendations on all matters relating to advocacy.
- Contribute to fulfilling requirements and deliverables of grants by conducting research and issue analysis, convening stakeholders, drafting reports, and other activities as necessary.
- Respond to public policy or advocacy inquiries from the community or CNHA members.

- Contribute to advocacy services, programs, and initiatives that benefit CNHA members and the broader community.
- Collaborate with colleagues on projects and proposals.
- Participate in and perform duties as assigned for CNHA's Annual Native Hawaiian Convention, including helping coordinate and deliver the advocacy components of the convention.
- Complete other projects and tasks as assigned.

PERFORMANCE EXPECTATIONS:

- Demonstrate a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
- Utilize 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.
- Function in a self-directed, high initiative, and motivated manner that results in successful administration and collaboration.
- Apply research, experience, communication, strategy, and learning that results in problem-solving and maximum quality and utilization of the organization's resources.
- Consistently provide solutions to challenges encountered.
- Work 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 law, 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, detail-oriented, flexible, and collaborative with an ability to prioritize and manage multiple tasks simultaneously.
- Excellent interpersonal 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 while being able to independently set and achieve goals.
- Personal qualities of integrity, credibility, and a commitment to CNHA's mission.