



Advocacy and Public Policy Internship - Federal LeadMN

Position Description

Reports to: Executive Director

Employment status: Part-time, contract position

Compensation: \$16.50/hour, 250 hours (\$4,125) over the academic year (August to May)

Schedule: Flexible hours. Able to work from home or in the office.

About the Position

The responsibility of the Federal Advocacy and Public Policy Intern is to support ongoing student-led higher education advocacy efforts at the federal level. This position will provide hands-on experience in policy research, advocacy strategy, communication and the power of storytelling, as well as assisting in planning and organizing the LeadMN DC Summit. The intern will work closely with the Executive Director, collaborating with the Policy Director and State Advocacy and Public Policy Intern and other members of the organization to support the development and communication of policy initiatives, organize advocacy campaigns, and engage with legislators, student advocates and higher education stakeholders.

Position Roles and Responsibilities

- **Research:** Conduct research on national policies relevant to LeadMN students and schools. Compile reports and summaries to inform our advocacy efforts.
- **Advocacy Campaigns:** Assist in the design and execution of advocacy campaigns, including writing policy briefs, drafting letters to elected officials, and assisting with organizing the LeadMN DC Summit in March.
- **Communication:** Draft social media content, newsletter content, and other materials to engage the student body and external stakeholders on key policy issues. Help create talking points and legislative outreach outlines for student advocates. Help raise awareness about ongoing advocacy campaigns.
- **Stakeholder Engagement:** Support outreach to university administration, federal lawmakers, and community leaders. Attend meetings, briefings, and events to foster collaboration.
- **Event Planning:** Assist in organizing the LeadMN DC Summit, as well as possible on-campus advocacy and policy related events.

- **Data Tracking & Reporting:** Monitor and track the progress of advocacy efforts, keeping records of outreach, meetings, and policy progress.

Requirements

The ideal candidate for the Federal Advocacy and Public Policy Internship position will have all or most of the following:

- Strong interest in public policy, advocacy and social change.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Organized, detail oriented and able to handle multiple tasks simultaneously.

About LeadMN

LeadMN represents over 100,000 students across Minnesota's 48 public technical and two-year colleges. We work to ensure accessible, affordable, and high-quality public higher education. Through leadership development, advocacy, scholarships, and statewide collaboration, LeadMN empowers students to lead and succeed.

Our four pillars—Leadership, Empowerment, Success, and Driving Change—equip students with the confidence and skills needed to achieve personal and professional growth, making a lasting impact on their campuses and communities.

How to Apply

Send your resume and cover letter to Rachel Boeke at Rachel@LeadMN.org; clearly indicating which school you are currently attending. Applications will be reviewed upon receipt. Initial interview screenings will begin in early June. Position will be filled as soon as a qualified candidate is identified.