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STRENGTHENING THE VOICES OF CASA STATEWIDE

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## TEXAS CASA SEEKS PUBLIC POLICY INTERN

**Location: Austin, Texas**

**Reports to: Public Policy Director**

**Effective: July 20, 2022**

Texas CASA (Court Appointed Special Advocates) is part of a national volunteer movement that began in 1977 in Seattle when a juvenile court judge conceived the idea of citizen volunteers speaking up for the best interests of children who are in foster care due to allegations of abuse or neglect. Today, the CASA movement has evolved into one of the largest volunteer organizations in the country. CASA volunteers are appointed by judges to watch over and advocate for these children in court, school and other settings; with the goal of reuniting children with their families whenever safe and possible. Volunteers stay with each case until it is closed with the goal of ensuring these children are kept safe and have the opportunity to thrive and grow.

In Texas, there are 72 local CASA volunteer advocacy programs with more than 10,000 volunteers serving nearly 30,000 children in 219 counties across the state. Texas CASA is the statewide organization that provides funding, resources, training and support to these local programs to ensure they can operate effectively and seek out the best possible volunteers who will advocate passionately for the children they serve.

Texas CASA is an inclusive, welcoming and affirming organization that values, celebrates and actively seeks out diverse candidates. We are an equal opportunity employer and do not discriminate against any individual, employee or applicant on the basis of race, national origin, color, creed, sex, age, pregnancy, sexual orientation, gender identity, gender expression, disability, or veteran or citizenship status. People of all identities are encouraged to apply.

### **POSITION SUMMARY:**

Texas CASA seeks a Public Policy Intern to support the External Relations Department with various tasks and research related to Texas CASA's training for local CASA programs, bill implementation, resource guide development, event planning, state policies impacting the foster care system and more.

The Public Policy Intern may perform such tasks as drafting content for the Texas CASA newsletters, and creating educational resources, such as webinars, handouts, website content, etc.



### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Help research and write policy collateral and other materials used for legislative advocacy purposes.
- Provide timely social media and online communications, notices, updates and action alerts regarding significant policy actions affecting children in foster care through Texas CASA's communications channels.
- Provide general support for the Public Policy team and work on other issues and events as determined by the General Counsel/Chief External Relations Officer.
- Other duties as assigned.

### **Additional Functions:**

- Develop written plans, policies and procedures for the provision of services provided by this position.
- Provide and ensure high consumer relations standards in dealing with fellow employees, the Texas CASA network and supporting organizations.
- Provide assistance to all appropriate board or internal Texas CASA committees as assigned by the General Counsel and Chief External Relations Officer, including assistance in scheduling, development of agendas, and preparation of materials and oral reports.

### **QUALIFICATIONS:**

#### **Required:**

- Ideal candidates should be enrolled in a Fall 2022 graduate program in social work, public affairs, law, or another similar degree program.
- Upper class undergraduate candidates with relevant experience will also be considered.
- Must be able to pass a background check.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Willingness to learn or advance their knowledge of Texas CASA, the legislative process and of issues affecting children in state care.
- Skill in interpersonal relationships, including the ability to motivate volunteers, negotiate among multiple parties, resolve conflicts, and establish and maintain effective working relationships with various levels of stakeholders.
- Strong problem-solving and trouble-shooting skills.
- Ability to communicate effectively both orally and in writing, including public speaking and presentations.
- Intermediate skills in Microsoft Office (Outlook, Word, Excel, PowerPoint) and social media.
- Excellent computer skills to create documents for public and legislative use, presentations and database management.
- Ability to manage multiple projects simultaneously, work independently, meet deadlines, organize and prioritize responsibilities, and identify and resolve conflicts in a timely and appropriate manner.
- Ability to manage and maintain confidential information.



- Must possess a focused and disciplined work ethic, be detail-oriented and be comfortable working in a team environment.
- Commitment to diversity, equity and inclusion; as well as willingness and openness to learning, growing and having discussions around this arena.

#### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:**

This is a hybrid (partially remote and in person) working environment. The Public Policy Intern will be expected to have daily transportation to attend offsite meetings and various events, as needed. The Public Policy Intern will work primarily (80% – 85%) in an office environment requiring ongoing computer use. The Public Policy Intern will spend some time in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Additionally, it is anticipated that the person may spend several hours of each day seated at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

**FLSA STATUS:** Non-exempt

**COMPENSATION:** This is a part-time, 15-hour per week internship for the fall of 2022. The exact start and end dates are negotiable. The intern will receive \$15/hour associated with this internship.

**BENEFITS:** Hybrid (partially remote and in person) working environment. In addition, the intern will be eligible receive worker’s compensation and contributions from Texas CASA to a 403(b) Retirement Plan during the period of time that they intern for Texas CASA.

#### **HOW TO APPLY:**

By **August 8, 2022**, please email a cover letter, resume and three references to [jobs@texascasa.org](mailto:jobs@texascasa.org). The subject line of the email should be “Texas CASA Public Policy Intern Application.” Please include a cover letter that describes your interest in the position and include a detailed explanation of how your experience meets the minimum qualifications and prepares you for the responsibilities outlined in the job description.

Please email requested documents with attachments in PDF format only. We do not accept phone inquiries regarding the position.

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