



## **Policy and Advocacy Intern Description**

### **The Women's Foundation of Colorado**

#### **Organization Overview**

The Women's Foundation of Colorado (WFCO) is the only statewide community-funded foundation protecting the progress and advancing gender, racial, and economic equity for all Colorado women. We leverage community investments and every tool we have to dismantle systemic barriers, close equity gaps, and build a more prosperous state for women and their families. We expressly commit to those facing the steepest barriers on the basis of their background and identity. Since our inception, we have granted more than \$30 million to nonprofit organizations across Colorado and helped to pass groundbreaking legislation for women, such as the Equal Pay for Equal Work Act, family medical leave insurance, and universal pre-k.

#### **Position Summary**

We are seeking a motivated student to join our Programs team as an intern. This position offers hands-on experience in nonprofit advocacy, policy research, and legislative engagement focused on advancing gender, racial, and economic equity in Colorado. The intern will support our efforts to influence policy at the federal, state and local levels while gaining valuable experience in the intersection of philanthropy, research, and public policy advocacy.

#### **Key Responsibilities**

##### **Policy Research and Analysis**

- Analyze proposed legislation and regulatory changes for potential impact on gender equity
- Prepare policy briefs, fact sheets, and research summaries for internal and external audiences
- Track legislative developments and maintain policy monitoring systems
- Research best practices and policy solutions from other states and jurisdictions

##### **Advocacy Support and Event Organization**

- Assist in developing advocacy strategies and campaign materials
- Support coalition building efforts with partner organizations
- Provide support for the organization and coordination of advocacy events, lobby days, and stakeholder meetings including annual Mountain Mover Award

- Plan logistics for advocacy events and lobby days including venue coordination, participant outreach, and materials preparation, in collaboration with WFCO programs, events, and communications staff
- Help coordinate advocacy trainings and lobby day activities including scheduling meetings with legislators, briefing participants, and coordinating activities
- Draft communications materials including talking points, testimony, and position statements
- Maintain relationships with key stakeholders including legislators, advocates, and community leaders

### **Data and Communications**

- Collect, analyze, and present data to support advocacy positions and impact
- Create compelling infographics, presentations, and reports
- Assist with social media content related to policy initiatives
- Help maintain advocacy databases and tracking systems

### **Administrative and Project Support**

- Provide logistical support for advocacy events and meetings
- Assist with meeting preparation, note-taking, and follow-up activities
- Support special projects as assigned by the Programs team
- Participate in staff meetings, trainings, and professional development opportunities

### **Qualifications**

#### **Required:**

- Currently enrolled in a graduate program in public policy, public administration, political science, women's studies, social work, law, or related field
- Strong research and analytical skills with ability to synthesize complex information
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and virtual office tools
- Understanding of legislative processes and policy development
- Commitment to advancing gender, racial, and economic equity
- Ability to work independently and manage multiple projects simultaneously

#### **Preferred:**

- Previous experience in policy research, advocacy, or nonprofit work

- Knowledge of Colorado state government and legislative processes
- Experience with data analysis software (Excel, SPSS, R, or similar)
- Background in economics, statistics, or quantitative research methods
- Bilingual capabilities, particularly Spanish
- Experience with coalition building or grassroots organizing

### **Learning Outcomes**

By the end of this internship, the successful candidate will have gained:

- Practical experience in policy research and analysis methodologies
- Understanding of nonprofit advocacy strategies and tactics
- Knowledge of Colorado's legislative and regulatory processes
- Skills in stakeholder engagement and coalition building
- Experience in translating research into actionable policy recommendations
- Professional network within Colorado's advocacy and policy community

### **Internship Details**

- **Duration:** One semester, beginning in September (approximately 15-16 weeks) with possibility of extension
- **Time Commitment:** 15-20 hours per week, flexible scheduling available (WFCO staff works in office Tuesday, Wednesday, and Thursday then at remotely on Mondays and Fridays)
- **Compensation:** \$20-\$22/hour
- **Location:** Denver office located on the University of Denver campus with hybrid remote work options available
- **Supervision:** Direct supervision by Director of Policy & Advocacy with mentorship opportunities
- **Academic Credit:** Internship can be structured to meet academic credit requirements. If this is something of interest to you, please include in your application materials.

## **Application Process**

Interested candidates should submit the following materials:

- Cover letter explaining interest in the position and relevant experience
- Current resume
- Optional: writing sample (policy brief, research paper, or similar work product)

## **Application Information**

Please submit application materials to [jobs@wfco.org](mailto:jobs@wfco.org) with "Policy and Advocacy Intern Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled with priority given to applicants who apply by August 17, 2025. Interviews expected week of September 2, 2025. Start date estimated week of September 15, 2025.

*It is the policy of WFCO not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.*