



## **Policy Intern**

### **About Capital Roots:**

Capital Roots is striving to create a more vibrant and equitable food system. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutrition and horticulture education for all ages, and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to nourish healthy communities by providing access to fresh foods and green space for all.

### **Position Description:**

Capital Roots' Policy Internship Program arms young advocates with the skills they need to produce high-quality policy materials and plan effective events. Within the frameworks of Food Access, Food Production, and Just and Healthy Communities, the Policy Intern will work with the Policy Director to design a research project and a portfolio of work that highlights their skillset. The Policy Intern may:

- Track local, regional and national legislative and policy issues;
- Collect and maintain up-to-date data on key policy and advocacy issues;
- Develop issue-oriented advocacy content for emails, websites, and social media;
- Compile and share research and other data related to local, regional and statewide effort;
- Assist in the preparation, editing, and distribution of policy briefs, research, and support materials;
- Work to implement policies where appropriate to increase Healthy Food Access, Improve our Food System, and Create Just and Healthy Communities.

### **Qualifications:**

- Excellent written and verbal communication skills;
- Organizational skills and attention to detail are a must;
- Ability to handle multiple tasks.

### **Preferred Qualifications:**

- Working knowledge of Google Docs, Google Sheets, Microsoft Word, and Microsoft Excel;

- Interest in developing research skills, using Airtable and QGIS, and/or learning about local food access, food justice, and urban revitalization;
- Holding or pursuing a degree in non-profit management, political science, public administration, history, computer science, or related fields.

**Compensation:** This internship is unpaid. College credit may be available. Internships may be either part- or full-time. Opportunities for long-term research projects available.

Please send a resume and a short writing sample to Greg Campbell-Cohen at [policy@capitalroots.org](mailto:policy@capitalroots.org). A cover letter is optional.