



THE CENTER FOR WOMEN & FAMILIES OF EASTERN FAIRFIELD COUNTY, INC.

753 Fairfield Avenue
Bridgeport, CT 06604
(203) 334-6154

INTERNSHIP OPPORTUNITY

Title: Legislative Intern

Summary

Become acquainted with both the formal and informal aspects of the legislative process as it relates to not-for-profit funding and direct services support. Learn advocacy and policy issues related to Sexual Assault, Domestic Violence and Prisoner Re-entry on a State and local level. Gain exposure to lobby team and process, local and state officials.

General Responsibilities

- Assist team with outreach letters, phone calls, and emails including organizing advocacy / outreach efforts
- Attend lobby days and legislative liaison meetings
- Research key issues
- Participate in planning and implementation of legislative gatherings sponsored by CWF
- Create and maintain database of legislative activity

Required Qualifications

- Candidate for bachelors degree in public policy, public administration, political science, government or related field
- Excellent written and verbal communication skills
- Superior organizational skills and attention to detail
- Proven ability to meet deadlines
- Must be available for a minimum of 10 hours per week (M-F; 9 – 5)