



## Intern Position Description

**Employment Type:** Hourly, Part-Time

**Employment Status:** Non-exempt

**Reports To:** Sr. Intake Coordinator

**Program/Responsibility Area:** Community Assistance Line

### Organization Description

Nebraska Appleseed is a nonprofit organization that fights for justice and opportunity for all Nebraskans. We take a systems-based approach to complex issues – such as child welfare, immigration policy, affordable health care, and poverty – and we take our work wherever we believe we can do the most good, whether that’s in the courthouse, at the Capitol, or in the community.

### Position Description

Nebraska Appleseed internships are part-time positions (no more than 10 hours/week). Work must be performed within the state of Nebraska. Interns may work to conduct research projects, assist with advocacy and public policy work, help with community outreach and education, and provide general office support.

### Position Responsibilities

- Community Assistance Line (CAL) response (returning calls and emails from community members to provide information and resources to address questions and problems they are experiencing).
- CAL data management (entering case activities into civiCRM database, running searches and generating reports as needed).
- Economic justice and healthcare policy-related education and outreach work to provide information about Medicaid and public assistance programs, anticipate and address questions, and encourage enrollment in these programs among potentially eligible Nebraskans.
- Engage in clear and timely communication with manager regarding completion of work, professional needs, and personal needs
- Actively participate in meetings
- Participate, as needed, in administrative tasks
- Availability during declared office hours
- Access to a personal computer and internet service
- Adheres to the organization's current COVID-19 vaccination policy

### **What You Bring to the Position**

The ideal candidate will have the following background or a combination of the following qualifications:

- Experience with community focused writing
- Comfort with making and receiving phone calls regularly.
- Positive attitude and willingness to learn.
- Ability to work in a team-oriented, community-focused, and collaborative environment.
- Demonstrated interest and commitment to advocacy and the mission of Nebraska Appleseed.

**Nebraska Appleseed is an equal opportunity employer. People of color, members of the LGBTQ+ community, individuals with disabilities, and those from diverse backgrounds are strongly encouraged to apply. Nebraska Appleseed does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, gender identity, sexual orientation, age, or disability.**