



Intern Position Descriptions

Employment Type: Hourly, Part-Time

Employment Status: Non-exempt

Reports To: Megan Hamann

Program/Responsibility Area: Economic Justice

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

- Cohort meeting notetaking
- Coordination of cohort members (drafting and sending meeting reminders, helping check in on project progress, etc.)
- Supporting alumni cofacilitator with event planning needs
- Planning cohort in-person gathering, focus group transcription support
- 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:

- Writing - community focused.
- Event Planning

- Translation - Spanish
- Graphic Design
- Evening/Weekend Availability
- 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.