

MNA Public Policy Internship Scope of Work

- **Estimated Timeline**
 - 1 Intern
 - September 2020 – May 2021 (*full school year if applicable*)
 - 2 Interns, 1 per School Semester
 - September 2020 – December 2020 & January 2021 – May 2021
- **Offer Details**
 - \$14-18/per hour; up to 25 hours per week
 - \$50 monthly technology reimbursement
 - \$250 Professional Development stipend, for continued learning and development
- **Internship Responsibilities**
 - *Official Position Description attached*
 - Review, research, develop, implement, and facilitate on-going administrative support throughout all of MNA's Public Policy on-going efforts; assist with logistics and coordination of policy meetings with lawmakers and policymakers, implement and facilitate education, tools and resources throughout the Nonprofit Sector tied to public policy and advocacy efforts being led or supported by MNA
 - All internship requirements will be completed virtually, off-site from MNA's physical locations. Internship candidates will be required to check in (*phone calls or zoom calls*) at least weekly with a supervisor, to provide regular status updates on progress of their responsibilities tied to this work. Internship candidates are encouraged to utilize a portion of the paid 25 hours per week devoted to research.

For discussion purposes only. This document serves as an overview of MNA's Internship Opportunities. Further determination of this offer will be determined upon an official offer letter of employment.