

## Policy Intern

**Job Description:** The policy intern conducts research in areas of housing and homelessness and collaborates with CCH staff to develop policy campaigns. Areas of advocacy include housing, employment, criminal justice, and youth homelessness.

### About CCH

Chicago Coalition for the Homeless is a 40-year-old systemic advocacy organization. CCH develops campaigns and initiatives to address the causes of homelessness – lack of affordable housing, lack of access to health care and services, and lack of jobs paying a living wage. We place much emphasis on organizing and developing leaders who have experienced homelessness to become spokespersons and leaders of our various initiatives. CCH does its work in accordance with its organizational values – collaboration, integrity, strategic action, compassion, and intersectionality. We recognize that homelessness is a problem that stems from systemic racism and that biases and prejudices are embedded in the fabric of society, and thus, also permeate organizations like ours. CCH is committed to advancing racial equity in the workplace, through the work of our racial equity committee, and through the campaigns and initiatives we choose.

### Duties and Responsibilities:

- Assist in research, tracking, analysis, and communication of relevant state and local policy issues, legislation, and regulations;
- Produce written materials necessary to develop and implement policy initiatives;
- Support CCH staff in state and local policy development, communications, and administrative duties, as assigned;
- Perform survey research and data analysis around homelessness in Chicago and Illinois;
- Participate in task force meetings and other organized efforts with coalition groups working toward ending homelessness;
- Support CCH staff in state and local lobby days;
- Collaborate with all CCH departments—CCH believes strongly in interdepartmental collaboration and expects all staff to work in close partnership with the other departments at the organization.

### Required Qualifications/Skills:

- Entry level position
- Demonstrated ability to analyze material and think strategically
- Demonstrated written and oral communication skills
- Demonstrated commitment to social justice and racial equity

Please send a cover letter and resume to [sam@chicagohomeless.org](mailto:sam@chicagohomeless.org)

*The Chicago Coalition for the Homeless believes that personnel diversity is an organizational strength and recognizes and values the intersectional identities that staff members bring to our organization. We are enriched by the diverse experiences, beliefs, and ways of thinking that employees of different backgrounds bring.*

*People of color and people who have experienced homelessness or poverty are strongly encouraged to apply. Fair consideration is given to all qualified applicants regardless of criminal record. CCH is committed to providing equal employment consideration without discrimination on the basis of race, sex, disability, religion, national origin, ancestry, military status, marital status, sexual orientation, gender identity, or any other [legally protected status](#).*