



HQ: 1385 Mission Street, Suite 330, San Francisco CA 94103  
East Bay: 970 Grace Avenue, Oakland CA 94608  
[www.OurFamily.org](http://www.OurFamily.org) Phone: 415-981-1960 Fax: 415-981-1962

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## **OFC's Policy Intern Position Description**

### About Our Family Coalition

Our Family Coalition (OFC) advances equity for the full and expanding spectrum of LGBTQ+ families and children through support, education, and advocacy. Rooted at the intersection of LGBTQ+ and family justice work, OFC is community-powered and guided by a vision of a just society where all families belong and thrive.

The Policy Intern works under the guidance of the Executive Director, Programs Director, and Programs Lead to support OFC's policy and advocacy efforts that advance equality for LGBTQ+-headed families. This role contributes to public policy campaigns, parent and caregiver advocacy capacity-building, media engagement, and statewide advocacy initiatives. OFC's policy work has helped advance and implement key legislation, including the FAIR Education Act, the Modern Family Act, SB 951 (Wage Replacement Rate), and SB 729 (Fertility Inclusion and Expansion).

OFC is seeking a creative and mission-driven Policy Intern who is interested in supporting policy and advocacy initiatives while gaining hands-on experience in social justice-focused nonprofit work. OFC's policy efforts are deeply connected to its family support and education programs, with each area informing and strengthening the others.

### **Responsibilities:**

- Assist with outreach efforts through media, events, organizations, and coalitions;
- Assist with current advocacy efforts, including tracking and reporting
- Analyze previous campaigns, and provide recommendations to help further goals of current education and advocacy work;

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- Assist with the development and publication of research reports
- Provide general support to the Policy and Communications Director and Executive Director, as well as overall assistance with broader campaign initiatives.
- Attend policy meetings with collaboration partners.
- Maintain accurate logs of all OFC policy and advocacy initiatives

### **Qualifications:**

- Experience in research, organizing, and/or advocacy at a campaign-oriented organization;
- Excellent written and oral communication skills;
- Comfortable working with diverse community groups and coalitions;
- Ability to work independently and take initiative;
- Good organization and time-management skills;
- Demonstrated knowledge and commitment to LGBT equality and social justice;
- Able to work in a small, close-knit team environment.

### **Physical Requirements:**

- Required to sit and use their hands and fingers, stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl for extended periods of time.



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- Ability to see up close as this role often requires the use of a computer, tablet, and/or other office technological devices such as a copy machine, scanner and printer.
- Hearing abilities required by this job
- This position requires an individual to possess the ability to retrieve, deliver and/or move supplies and materials weighing up to 25 pounds.
- Walk and stand for long periods of time.

### **Schedule and Pay:**

This is an unpaid internship and Interns are accepted on an on-going, as needed basis. Minimum 2 month commitment; 10-25 hours/week; start/end date flexible. Our office is located in San Francisco, easily accessible by public transportation. If you have questions about this internship, please email [Edee@ourfamily.org](mailto:Edee@ourfamily.org) .

To apply, please email a cover letter explaining why you are interested in the Policy Intern position, along with a resume and a reference list.

*Our Family Coalition is an equal opportunity employer and we encourage applications from Black women, Trans and non-binary folks, people of color, people with disabilities, members of the LGBTQ community, or other underrepresented groups. OFC does not discriminate in its employment practices or policies on the basis of race, color, creed, ethnic or national origin or ancestry, age, gender, gender identity, religious beliefs, sexual orientation, veteran status or disability.*