



# WREN

Women's Rights & Empowerment Network

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**Position:** Policy and Government Relations Intern

**Type:** Part-Time

**Compensation:** Paid Position

**Application:** Please submit a cover letter and resume to [jobs@scwren.org](mailto:jobs@scwren.org) by **August 16**.

**Description:**

The Women's Rights and Empowerment Network (WREN) is a nonpartisan nonprofit organization whose mission is to build a movement to advance the health, economic well-being, and rights of South Carolina's women, girls and their families.

The Policy and Government Relations Intern is responsible for supporting the research efforts of the organization and assisting in policy activities related to WREN's mission. The Policy and Government Relations Intern is a member of the Policy and Government Relations team and reports directly to the Associate Director of Policy and Government Relations. This is a paid, part-time, 20-hours per week, temporary position starting September 2017 and ending in December 2017 with potential for renewal.

**Duties include** (but are not limited to):

- Provide staff with support in data collection and analysis of various topics, organizations, and key stakeholders in the field;
- Assist in reviewing documents for accuracy as well as writing reports, summaries, preparing PowerPoint presentations and other WREN research products;
- Assist in data organization and management;
- Assist in developing, maintaining, and distributing policy-related materials (reports, briefings, and presentations) for partners, policymakers, and legislative and agency staff;
- Prepare correspondence, letters, meeting minutes and other communication as appropriate;
- Contribute to implementation of overall WREN work plan and assists with special events and projects, as other job duties allow; and
- Communicate regularly and proactively with Policy and Government Relations team about workflow and progress on key tasks.

**Qualifications:**

- Possess a keen interest and curiosity in policy research and analysis affecting South Carolinians;
- Experience working with Excel spreadsheets and/or databases;
- Experience conducting basic statistical analyses (means, percentages, confidence intervals, standard deviation, etc.);
- Experience conducting literature reviews and other background research for specific topics;
- Ability to work both independently and collaboratively across internal and external teams;



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- Excellent relationship management, interpersonal, verbal, and written communication skills;
  - Excellent attention to detail and ability to prioritize and manage multiple complex tasks while maintaining composure under demanding deadlines;
  - Flexibility in approach and willingness to adapt when necessary; and
  - Demonstrated ability to think strategically, show initiative, achieve goals, and meet deadlines in a fast-paced environment.