



**EMERGENCY FAMILY ASSISTANCE ASSOCIATION (BOULDER, CO)**  
**WORK STUDY OR UNPAID INTERNSHIP JOB DESCRIPTION**

**Position Title:** Public Policy and Community Outreach Assistant

**Work Site:** Hybrid – Remote and Onsite (1575 Yarmouth Ave.). One day per week onsite required.

**Hours of Work:** 5 - 10 hours per week. M-F flexible days/times.

**Salary:** If taken as a Work Study position, \$16.00/hr effective 7/1/23.  
If taken as an internship, unpaid.

**Reports to:** Ana Fernandez Frank, Public Policy and Community Outreach Coordinator

**General Statement of Duties and Value to Student:** The Public Policy and Community Outreach Assistant works directly with the Public Policy and Community Outreach Coordinator and supports research, communications and administrative tasks relating to the behind-the-scenes operations of our advocacy and outreach work. It offers a unique opportunity to learn how a direct service organization engages participants and mobilizes support for policy positions and how it helps participants in its programs gain experience in advocacy.

**Duties May Include But Are Not Limited to:**

- Provide operational support to Strategic Education and Participant Advisory Committees (support meeting organization, agenda, minutes, etc.)
- Research relevant Strategic Education topics (related to poverty, housing and food insecurity, income and wages, etc), update statistical data for annual Community Wellbeing Dashboard, and aid in local advocacy and educational work.
- Support and participate in voter registration efforts, Community Driven Policy (CDP) pilot project, participant engagement activities and other opportunities to elevate participants' voices.
- Provide operational support for EFAA courses (Financial Health Course, Computer skills, etc.) and assist with promotional efforts and registration.
- Assist with Strategic Education messaging for EFAA external communications, including social media and newsletters.
- Support implementation of annual Community Outreach strategy (contact local organizations, participate in outreach events, etc.)
- Monitor Boulder City Council, Boulder County Commissioners, and other policy makers' agendas to identify opportunities for involvement.
- Other duties as assigned.

**Qualifications/Requirements:**

- Must commit to at least 6 months and, if taken as a Work Study position, provide proof of eligibility from University of Colorado's Work Study Program.
- Excellent verbal and written skills.
- Excellent computer skills, particularly Microsoft Office products.
- Spanish language skills are an asset.
- Ability to work independently and as a team member.
- Experience and/or interest in public policies and working to support low-income and ethnically diverse populations elevate their voices and share their lived experience.
- Ability to work independently and as a team member and attention to detail.

**Contact** Ana Fernandez Frank at [ana@efaa.org](mailto:ana@efaa.org) for more information and to apply.

Updated August 2023