



Working Wardrobes Job Description **Public Affairs/Government Relations Intern**

About Working Wardrobes: Since 1990, Working Wardrobes has changed the lives of over 110,000 at-risk men, women, young adults, and veterans. We provide workforce readiness services in an atmosphere of dignity that transforms our clients from the inside out. The final step in their transformation is a success suit to nail that job interview! Through generous donations, we can offer clients clothing services in our Wardrobe Center as well as sell quality, new and gently used clothing & accessories in four retail stores throughout Orange County. The success of our mission in part, relies on developing partnerships with local city government who support us through city and state workforce initiatives.

Public Affairs/Government Relations Internship

The Public Affairs intern will work directly with the Public Affairs Committee and supervised by the Career Services Director. They will assist the organization in fostering partnerships with public entities and local government and political representatives. The intern will also conduct research on policies and potential funding streams that may positively impact the financial well-being of the organization.

A top candidate is an outgoing, dependable individual with a positive attitude who can work independently in a fast-paced environment. Professional appearance and business attire are required.

Sample Responsibilities:

- Maintain and update current list of County, City and State Elected Officials, separated by district.
- Review and maintain news clips, articles and information surrounding political climate, Elected officials and statewide initiatives.
- Research statewide initiative for workforce development funding opportunities.
- Research and identify Equity work groups through the state in areas that support veterans, seniors and unemployed while developing collaborative opportunities to recommend to Client Services.
- Support the organization's Speakers Bureau by preparing materials and presentations.
- Schedule meetings and prepare handouts and presentation documents.
- Attend monthly committee meetings, record notes and send out minutes to all committee members.
- Request participation from elected officials at Working Wardrobes events.
- Assisting with event coordination and general administrative duties.

Desired Qualifications

- Strong interest in public affairs and government relations
- Excellent written and oral communication skills
- Ability to research information and prepare collateral and other correspondence
- Experience with Microsoft Office Suite, especially Word and Excel
- Applicants must be currently or soon-to-be enrolled in a college level program majoring in public affairs, communications, public administration, public relations, community relations, political science, social ecology or a similar field.

Benefits:

Although this is an unpaid internship that does not lead to paid employment or include employee benefits, students are offered the following benefits:

- Full access to workforce readiness training and one-on-one job coaching through the Career Success Institute
- A professional business suit through our Wardrobe Center
- Opportunity to apply academic skills and knowledge in a workplace environment
- Fulfill college/university internship requirements
- Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County

Additional Information:

- 10-15 hrs./week
- Non-Paid. Academic Credit Internship
- Hybrid virtual & in-person opportunity while following recommended safety & health guidelines.
- *Safety Requirements:* Fully vaccinated individuals are not required to wear a mask but may still choose to do so. Unvaccinated individuals are required to wear a mask while indoors at any of our locations.

Application Procedure

- Resume & Cover Letter
- Writing sample. Preferably with research and data analysis

The cover letter is an opportunity for students to describe career and academic goals, to elaborate upon personal and academic accomplishments, and to identify what type of internship experience they are seeking. Writing sample may include a research paper, editorial, article or blog preferably related to your field of study.

As an **Equal Opportunity Employer**, Working Wardrobes does not discriminate against applicants or employees because of race, color, creed, religion, sex, national origin, veteran status, disability, age, citizenship, marital or domestic/civil partnership status, sexual orientation, gender identity or expression or because of any other status or condition protected by applicable federal, state or local law.

Submit Applications to Bianca Herrera, Volunteer & Intern Manager via email at biancah@workingwardrobes.org