



**JOB TITLE:** Internships: Campus Action Team  
**DEPARTMENT:** Organizing  
**REPORTS TO:** Organizing Director  
**FLSA STATUS:** Part-time Non-Exempt  
**EXPERIENCE:** Student/Entry-Level  
**LOCATION:** Statewide  
**DATE:** April 2024

## **POSITION SUMMARY**

The ACLU of Ohio seeks three (3) part-time Campus Action Team (CAT) Organizing Interns for the 2024-2025 school year. The ACLU of Ohio's Campus Action Team Program is a statewide network of College and University students who are organized around a central goal: building power for everyday Ohioans through the vehicle of the ACLU of Ohio. The Campus Action Team Intern will work alongside ACLU of Ohio staff to build new Campus Action Teams on targeted campuses across the state.

## **TERM**

The internship start date is April 15, 2024; the internship end date is April 25, 2025.

## **COMPENSATION**

This is a paid internship. The compensation for this internship is \$18 per hour. Interns will work no more than 20 hours per week. Travel mileage is reimbursed at the current federal mileage reimbursement rate for up to 150 miles driven in a five (5) day work week, or up to 300 miles bi-weekly.

## **DUTIES AND RESPONSIBILITIES**

- Work with ACLU of Ohio staff to establish Campus Action Team chapters on various college and university campuses by recruiting campus volunteers;
- Ensure that assigned CATs have an on-ramp to engage in ACLU strategic campaigns by creating plans, providing trainings, and overviews of current ACLU of Ohio statewide work and initiatives;
- Facilitate monthly Campus Action Team meetings, including planning and drafting meeting agendas (in coordination with ACLU of Ohio staff), recruiting university students and staff, leading skill-based organizing trainings, and conducting appropriate meeting follow-ups;
- Assist Campus Action Team members in planning recruitment fairs, tabling opportunities, meetings, and other outward-facing engagement strategies;

- Serve as the ACLU of Ohio Campus Action Team spokesperson on panels, forums, events, and campus-wide media;
- Meet weekly with ACLU of Ohio staff for progress status updates.

## **MINIMUM QUALIFICATIONS**

- Ideal candidates will have a major, minor, or demonstrated interest in political science, communications, public policy, peace and conflict resolution studies, public health, gender studies, or organizational behavior;
- Demonstrably established university and community-based relationships, or a willingness to cultivate a working knowledge of the campus and the socio-political climate of the region;
- Demonstrated writing skills, including but not limited to, drafting circulating notes for volunteers, articulating a ladder of engagement, writing event descriptions, creating PowerPoints, clear correspondence with partners, drafting talking points for speaking gigs, etc.
- Proven ability to work as part of a team and to engage a base of diverse volunteers;
- Community engagement or organizing experience related to building teams and working towards an issue-based outcome;
- Demonstrated ability to facilitate and effectively, efficiently lead meetings;
- Public speaking experience;
- Experience managing group conflict;
- Proven proficiency with Microsoft Office Suite: the ability to create PowerPoints, Excel Spreadsheets, and Word documents;

## **ESSENTIAL FUNCTIONS**

- Valid driver's license and complete access to a vehicle
- Statewide travel in Ohio
- Ability to work beyond 20 hours per week if needed
- Evening and weekend meetings and events on occasion

## **NON-ESSENTIAL FUNCTIONS**

- Lifting and carrying 25 pounds

## **OTHER**

- Residence in the state of Ohio is required.
- The ACLU of Ohio has adopted a hybrid in-office/remote work model where team members have the option to alternate between working in-office or remotely.

Reliable access to high-speed internet and a mobile phone are requirements for employment.

- A college degree is not required; an eagerness to learn is.
- History of incarceration is not a bar to consideration for the position.
- The ACLU of Ohio is committed to ensuring the health and safety of our team members. All employees must be fully vaccinated and boosted for COVID-19. Verification of COVID-19 vaccination, or progress toward vaccination, is required prior to the start of employment.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law. Black people, Indigenous people, people of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; people with disabilities, protected veterans, and formerly incarcerated individuals are all strongly encouraged to apply.