



SOCIAL WORK PLACEMENT: Policy Team
REPORTS TO: Policy Director
DEPARTMENT: Policy
LOCATION: Cleveland or Columbus
START/END DATE: Fall 2022/Spr. 2023 and/or Sum. 2024
AVAILABLE SLOTS: One (1)

POSITION SUMMARY:

The ACLU of Ohio's policy team works on state and federal legislation, local policy, in depth research and public education on our priority issues. In the past, social work field placements have conducted long term research on pay-to-stay practices, drug courts and women in prison. Other placements have worked on voting rights/ elections, restorative justice, LGBTQ rights, visual public education materials such as videos and related blog series, and more. Each placement is based on current organizational need and student interest/ experience, as well as length of the placement. We accept placements from one full academic year through two years. Due to the nature of our work, it is difficult to take on shorter term placements. We are located in both the Cleveland and Columbus offices and are happy to take placements in either city.

RESPONSIBILITIES:

Support the policy department on priority projects and campaigns

- Assist with research, writing and the creation of public education materials
- Analyze legislation and create online content
- Collaborate on project plans from brainstorm to execution phases
- Contribute to team meetings and brainstorm sessions
- Other duties to be assigned in accordance with specific issue areas/ projects.

MINIMUM QUALIFICATIONS:

- Excellent writing, research, and organizational skills
- Proficiency in Microsoft Office
- Commitment to civil liberties and equality for all
- Be comfortable meeting on zoom and occasionally in-person with a minimum two weeks' notice

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Experience drafting and sending public records requests
- Willingness to speak/ present publicly at events and in meetings
- Self-motivated and detail-oriented with a strong work ethic and willingness to learn
- Dependability, flexibility, and ability to maintain confidentiality
- Awareness of local social justice issues and current events and news

ESSENTIAL FUNCTIONS:

- Ability to work 15-20 hours per week
- Communicating effectively with people in person, and via telephone, and email
- Using a computer to create written communication