

# Erikson Institute

## Policy and Leadership

**POSITION TITLE:** Policy and Leadership Intern

**DEPARTMENT NAME:** Policy and Leadership

### **I. POSITION SUMMARY**

Erikson Institute’s Policy and Leadership Department envisions a fully funded, comprehensive and coordinated birth to age five system that results in young children having equitable access to high-quality child care and early educational experiences to set the foundation and arc for optimal development, lifelong health, learning, and success.

Together, we approach this work seeking to dismantle the structures of institutional and systemic racism and transform policies, while acknowledging that historical injustices and systemic racism are still pervasive and have resulted in the deep disparities we see today—disparities that prevent young children from gaining access to the resources they need for healthy and holistic development.

An intern with the Policy and Leadership department will contribute to the department’s programs and operations, help inform Erikson’s policy agenda, and support efforts to increase awareness and foster collaboration around current issues that affect children and families. This includes supporting our programs and initiatives under the Early Childhood Leadership Academy, Community Data Lab (Early Development Instrument, Risk and Reach Report) and Public Policy Advocacy efforts.

### **II. PRINCIPAL RESPONSIBILITIES AND DUTIES**

An intern with our department will have a set of core responsibilities and duties assigned to them from their direct supervisor and is encouraged to seek out other opportunities that are of interest to them with other members of the Policy and Leadership team that align with the needs of the department.

Responsibilities and duties could include but are not limited to:

- Analyzing datasets to find trends
- Attending external early childhood and education related meetings
- Assisting our consulting efforts with stakeholders throughout Illinois and the country
- Auditing website and mobile app content to ensure it is up-to-date
- Checking data as a part of our data quality assurance process
- Coordinate events and meetings for department programs and initiatives
- Creating engaging content that explains and highlights our work (presentations, one-pagers, social media content, etc.)
- Curating content for social media campaigns to engage stakeholders in our work
- Database management and data entry
- Providing a high level of customer service
- Researching policies that impact early childhood care and education or factors that impact child well-being
- Supporting Early Childhood Leadership Academy Fellows in the execution of their action plans (research, data analysis, interviews, etc.)

### III. MINIMUM QUALIFICATIONS

- Bachelor's Degree required
- Master's Student
- Strong communication and interpersonal skills
- Independent worker who takes initiative
- Ability to be flexible, adapt to new information, and work proactively
- Proficient in Microsoft Office suite of applications, and online meeting platforms such as Zoom

### IV. PREFERRED QUALIFICATIONS

- Project management and or communication experience
- Ability to deliver a high level of customer service under pressure
- Ability to work on projects collaboratively, and actively contribute thoughts and ideas
- Dedication to being an antiracist
- Flexible work hours
- Audio and video editing skills a plus

***For more information on the Policy and Leadership Department visit:***

#### *Websites*

[Policy and Leadership](#)

[Early Childhood Leadership Academy \(ECLA\)](#)

[Early Development Instrument \(EDI\)](#)

[Illinois Risk and Reach Report](#)

#### *Policy and Leadership Mobile App*

Apple Store: [apple.co/2QGF5S1](https://apple.co/2QGF5S1)

Google Play: [bit.ly/2xgb1EX](https://bit.ly/2xgb1EX)

Web Version: [bit.ly/2UvpmsY](https://bit.ly/2UvpmsY)

#### ***To Apply:***

Please email a cover letter and resume to:

Monique Foster

Sr. Associate Director of Financial Aid

Erikson Institute

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Chicago, IL 60654

Email: [mfoster@erikson.edu](mailto:mfoster@erikson.edu)