



Cuyahoga County Division of Senior and Adult Services

MEMORANDUM

Office on Aging Public Policy Intern Job Responsibilities:

1. Attending various coalition meetings, briefings, meetings, and conferences as a representative of DSAS;
2. Drafting and updating fact sheets, correspondence to County Council and the DSAS Administrator, Advisory Board and CCSSN, position papers, legislative updates and alerts, briefing materials, and articles for policy publications;
3. Writing blogs and assisting with DSAS Community Office on Aging's social media presence related to public policy; Assembling and updating meeting packets and mailings;
4. Assisting with NVRA Voter Education (a non-partisan, issue-oriented capacity-building and Get-Out-The-Vote campaign);
5. Compiling and analyzing data in order to identify opportunities for collaboration and programs and making appropriate strategy recommendations;
6. Updating Advocacy database; and
7. Other related activities as assigned.

Minimum requirements:

- Strong analytical and problem solving skills
- Strong and demonstrated computer and technical competency and skills
- Strong communication, collaboration and interpersonal skills
- Ability to conduct thorough research and summarize findings and recommendations
- Currently in college for, or already degreed in, Public Policy, Political Science, Communications, Gerontology, Health Care Administration
- Passion for seniors and/or adults with disabilities
- Must sign a confidentiality agreement

Please contact:

**Lauren B. Forbes, Special Projects Manager
Division of Senior and Adult Services
(216) 698-4844
Lauren.Forbes@jfs.ohio.gov**



Division of Senior and Adult Services
Internship Application

Applicant Information

Name: _____

Local Address: _____

City: _____ State: _____ ZIP Code: _____

Home Telephone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact: _____

Name of Institution: _____

Name of Institution: _____

Semester & Year for which applying: _____

Anticipated Date of Graduation: _____

Advisor: _____

Do you have reliable means of transportation?

Do you have reliable means of transportation? Yes No

Driver's License: (Check one): Yes No



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Internship Application

Personal Statement

Please respond to the following questions and submit your responses with your resume and application form.

1. Describe the qualities and capabilities which you would bring to an internship. These can be identified by reflecting on what others have told you about yourself through life, volunteer, and/or work experiences.

2. What is your anticipated outcome(s) while participating in this internship?

3. List the skills you possess and how they will impact having a successful advocacy internship.

Language Proficiency

Please list all languages:

_____	_____
_____	_____
_____	_____

Name: _____

Date: _____