



Legislative Intern/Volunteer Position Description

Primary Purpose: To coordinate legislative awareness efforts on behalf of Maryland's Court Appointed Special Advocate (CASA) programs, which recruit and train volunteers to serve as advocates for abused and neglected children.

Examples of Responsibilities:

- ❖ Become familiar with CASA, its history, goals, mission, the role of the CASA volunteer, how programs operate, etc. through visiting programs, attending training sessions, reading printed materials and viewing videotapes.
- ❖ Become knowledgeable about child abuse and neglect – the incidence, contributing factors, resources available to prevent and intervene, etc. – to articulate the need for CASA.
- ❖ Assist in the development and implementation of legislative agenda;
- ❖ Maintain updated database of legislators;
- ❖ Develop educational materials about CASA for distribution to legislators;
- ❖ Cultivate relationships with legislators through periodic mailings, coordinating advocacy efforts of affiliated programs, etc.;
- ❖ Research and track child welfare related legislation;
- ❖ Prepare summaries of bills and status updates as they progress through General Assembly; disseminate information to affiliated programs through e-newsletter, mailings, web site, etc.
- ❖ Assist in drafting of legislation as necessary.
- ❖ Assist in coordination of annual "CASA Day in Annapolis," including compiling information about legislators, developing legislative packets, coordinating visits with legislators, etc.

Requirements:

- ❖ Commitment to CASA mission;
- ❖ Demonstrated ability to perform responsibilities listed above;
- ❖ High level of comfort in working with people.
- ❖ Honesty, dependability and reliability;
- ❖ Excellent attention to detail, organizational skills, and follow through; and
- ❖ Excellent verbal and written communication skills.

Remuneration/Benefits:

- ❖ Excellent opportunity to demonstrate public policy skills to further cause of nationally-affiliated child advocacy organization;
- ❖ Travel expense reimbursement; student stipend available for qualified candidate, contingent upon available funding.