

BSC Birmingham-Southern College
HESS FELLOWS ADVOCACY PROGRAM

– Agency Application –

Part I: Agency Information

Agency: National Alliance to End Homelessness
Street Address: 1518 K Street, NW, Second Floor
City: Washington
State: District of Columbia
ZIP: 20005
Website: www.endhomelessness.org
Contact Name: Jared Thompson
Title: Program and Policy Associate
Phone: (202) 942-8294
E-mail: jthompson@naeh.org

Agency Mission Statement:

Part II: Plans for Hess Fellow

- 1) Students will have the best experience as interns and they will be easier for us to recruit and match if they have a clear project or project area. Please describe an example of a project or focus area you could assign to a Hess Fellow. We recognize that the details might change, but please provide an overview.

The Hess Fellow will work closely with and provide support to the Alliance's Policy and Advocacy teams. While the Alliance will work with the Fellow to tailor specific tasks and projects to the Fellow's skillset and interests, the Fellow can expect to provide assistance in coordinating activities for our federal advocacy campaigns, support grassroots outreach efforts, research current policy developments, provide legislative updates, participate in strategy discussions, and represent the Alliance at external meetings and congressional briefings. Additionally, as in past years, the Hess Fellow will support the Advocacy Team's work to coordinate the Alliance's annual Capitol Hill Day held in conjunction with our annual *National Conference on Ending Homelessness*, July 23-25, 2017. This could include assisting full-time mobilizing staff will plan, manage, and implement Hill Day from start to finish. The Fellow would also have the opportunity to help create and edit numerous materials to aid Hill Day participants in their advocacy efforts, as well as other policy and advocacy needs. While attending the conference, the Fellow would be expected to help manage the Hill Day information table, which can frequently be a very fast-paced endeavor. The Fellow will also have the opportunity to attend other events with the Alliance's other summer interns as part of our internship program, and to attend other events in DC that they are interested in and are in line with the Hess Fellows' programs' goals.

With a main focus on supporting the efforts of the Advocacy Team at the Alliance, the Hess Fellow would gain an understanding of how federal policy and advocacy organizations navigate Washington, as well as learning key skills and strategies involved in advocacy, including how to conduct successful meetings with Members of Congress and other elected officials, communicating with congressional offices, building coalitions to advance policy objectives, organizing and executing large events, and how to use digital communications, media, and

technology to activate a grassroots network. And perhaps most importantly, by having the opportunity to work closely with the National Alliance to End Homelessness' [staff](#), the Fellow would learn about the root causes of homelessness and effective practice and policy solutions to end it.

In sum, a Hess Fellow would gain an understanding of the root causes of and solutions to homelessness, the federal policymaking and appropriations process, how advocates and constituents can impact federal policy, and mobilizing, strategy, and message development skills for effective advocacy. Through the Alliance's federal advocacy campaigns, digital communications, and Capitol Hill Day, the Fellow would also gain a network of partners at homeless service and related organizations throughout the country, and national partner organizations in DC. The Fellow would also gain insight into event planning and nonprofit management/organization.

- 2) All of the Hess Fellow interns will be sophomores or juniors with evidence of academic success. We will conduct an interview with them to gauge level interest in your project area and skill set. Which of the following would be particularly valuable for your Hess Fellow to display: foreign language skills, extensive writing, secondary research (compiling resources), primary research (gathering new data), interpersonal skills, quantitative analysis, other. Please list priorities and any other skills that would be valuable.

A successful candidate will have an interest in issues related to homelessness and poverty. He/she will also be **interested in learning how to mobilize people to advocate on behalf of people experiencing homelessness** and ask to increase spending for or otherwise improve the federally-funded programs that serve and house them. A pre-existing understanding of the federal legislative process, experience in electoral or issue campaigning, or knowledge of how to best influence decision makers is a plus, but much of this can be learned throughout the internship.

Strong organizational skills and superb attention to detail are absolute necessities. He/she should also have relevant experience, excellent writing and speaking skills, and a proven ability to manage multiple projects simultaneously. The ability to prioritize among multiple tasks to meet approaching deadlines is critical.

In addition, a Hess Fellow should be **proficient in use of Microsoft Office products (especially Excel and Word – note that the Fellow will be responsible for organizing much information in Excel spreadsheets)**, and he/she should possess willingness to learn new technologies as necessary.

This person should also possess an upbeat, can-do, positive attitude and must be good at and enjoy talking to many people via phone and email. Frequent correspondence with a large number of people will be an important part of the Fellow's activities.

- 3) Hess Fellows are required to intern for a minimum of 8 weeks. Please indicate start and end dates for your intern and if these are dates are adjustable.

We will work with the Fellow closer-to the start of the internship in order to pin down the specific start and end dates. Ballpark start and end dates for an eight week internship are June 11 - August 3, although the Alliance would prefer a Fellow who could be placed here for 9 or 10 weeks (around June 4 – August 10). The Alliance's conference will occur July 23-25 and the Fellow absolutely must be available those three days. The intern should start no later than June 13 to allow adequate time to prepare for Capitol Hill Day at the conference.

We will notify you about placements no later than March 3rd. We assume that you will hold a place for a Hess Fellow until that date. If you agree, please electronically sign below.

Jared Thompson
Signature

Please contact Emily Thornton (ethornto@bsc.edu) if you would like participate in the Hess Fellow interview and selection process (phone/video interviews can be accommodated).

*Please email completed application to ethornto@bsc.edu by **Friday, October 6th**.*