



Job Description: Policy Intern

The Community Economic Development Association of Michigan (**CEDAM**) is a nonprofit association of community development corporations (CDCs), individuals, and other organizations interested in promoting and expanding community-based housing and economic development across the state of Michigan. CEDAM promotes rebuilding neighborhoods and revitalizing communities throughout Michigan by engaging in public policy activities on behalf of its members and providing services that benefit its members. More information can be found at www.cedam.info.

CEDAM is seeking an outstanding graduate student or upper-level undergraduate to work as a part-time **Policy Intern** to assist with programmatic activities. Such activities would include:

- Manage a web-based candidate guide for the November election and contact candidates to increase response rate;
- Assist with research and analysis on proposed state and federal legislation and policy affecting the Community Economic Development (CED) industry, such as in areas affecting affordable housing, neighborhood revitalization, downtown development, asset building, and so forth;
- Monitor state and federal legislation using Gongwer and the Michigan Legislature website;
- Develop communication pieces for various audiences to synthesize policies and issues and communicate a standpoint on these issues;
- Assist with creation of the 2011-2012 Policy Agenda; and
- Assist with special projects and other duties as assigned.

This position would be ideal for someone with an interest in community development, public policy, political science, social relations, communications, or a combination of such interests. CEDAM desires an intern with strong verbal and written communication skills.

It is anticipated that the intern will be available for anywhere between 10 and 40 hours of work per week through at least November at our Lansing office; hours can be flexible and arranged at the beginning of the internship. Opportunities will be present to attend various events and travel in-state. A stipend and/or course credit may be available.

Please send a resume and personalized cover letter to Katie Fritz, Policy Associate, at fritz@cedam.info or at 1000 S. Washington Ave., Lansing, MI 48910. Applications will be accepted through September 15, 2010 (earlier applications preferred).