



www.ueaah.org

Our Mission

To promote public policy which contributes to scalable and affordable housing for public school teachers (K-12) through awareness and advocacy.

Our Goal

The creation of a federally funded Basic Allowance for Housing (BAH) to support the vital role teachers play in society by preparing the next generation through education.

How do you fit in?

We are excited to start our internship search and are currently recruiting for team members in the following areas: legal, social media, fundraising, recruitment, research and public relations. We are looking for interns with all levels of experience and background.

Recruitment Intern

We are currently recruiting for 1 intern interested in recruitment for a small yet growing non-profit organization. Our single most important task is telling others the story of Bay Area educators who lack affordable housing. In order to do this, we need to recruit those who already know our story best because they live it - teachers.

Duties

The Recruitment Intern will be primarily responsible for recruiting teachers to join UEAAH by registering and signing the Basic Allowance for Housing (BAH) online petition. This intern must be comfortable with creating verbiage, initiating conversation and sharing the goal of UEAAH with teachers by summarizing what we can offer and why they should support us by registering. This intern will work closely with the Marketing Director to ensure positive, uniform and consistent messaging. In our monthly board meetings, the Recruitment Intern will report on the status of active recruiting and how far we are from reaching our goals. Duties will include:

- Design and implement overall recruiting strategy for teachers to register and sign BAH petition, and for potential board members
- Update and maintain job descriptions via Google Drive
- Prepare recruitment materials and post jobs on appropriate and cost-effective sites

- Source and recruit K-12 public school teachers to register with UEAAH and to sign our petition utilizing databases, social media and any other means possible
- Screen candidate resumes and job applications prior to sending to Deputy Executive Director
- Act as a point of contact for talent and teachers, building influential relationships during the selection and registration process
- Promote organization's reputation as creating the "best solution to scalable and sustainable teacher housing"

Schedule

While the recruitment intern does not have a fixed schedule, you will get out of it what you put into it. UEAAH encourages - and expect - our interns to attend and actively participate in our monthly meetings, which are held in a convenient location in SF, close to public transportation. While most of our work is done remotely, as an estimate you can expect to put in roughly 8 - 10 hours per week.

Benefits

Help us spread the word about affordable and stable housing for Bay Area educators. As an intern, you will work alongside board members who hold executive level positions within recruitment for worldwide companies and are more than happy to help further your professional development. Be a part of a small yet growing non-profit organization where you can take the lead, add real world and practical experience to your resume, contribute and present ideas in monthly board meetings and gain priceless experience. Benefits also include:

- Academic credit available for participating universities/colleges
- Gain exposure to real world problems and issues that perhaps are not found in textbooks
- Cultivate adaptability and creativity in a dynamic world
- A working title applicable to the job market
- Ease transition from being a student to entering the workforce
- Résumé building experiences while applying academic concepts and principles
- Upon completion of internship, intern will have the opportunity to transition to become a member of the Board of Directors

How to Apply

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Social Media Intern

We are currently recruiting for 1 intern interested in social media for a small yet growing non-profit organization. Our single most important task is telling others the story of Bay Area educators who lack affordable housing and our social media platforms (Facebook, Twitter, LinkedIn) is how we do it. As a Social Media Intern, you will create and execute a social media plan utilizing auto-post tools. You will capture our events live on all social media platforms and post about our events. You will also contribute to the building of our new website, alongside a board member and expert website builder.

Duties

The Social Media Intern will be primarily responsible for creating and executing a social media plan utilizing auto-post tools. This intern must be comfortable with attending and capturing events live on all social media platforms and posting about our events, as well as regular informational posts to educate our followers on the issue of Basic Allowance for Housing, or BAH. You will work closely with one of our Board Members and expert website builder, as we revamp our online presence in time for 2018. In our monthly board meetings, the Social Media Intern will report on the status of social media presence and website progression and how far we are from reaching our goals.

Schedule

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Fundraising Intern

We are currently recruiting for 1 intern interested in fundraising for a small yet growing non-profit organization. Our single most important task is telling others the story of Bay Area educators who lack affordable housing. In order to keep doing this important work, we need an intern interested in learning the grant application process. In addition, this intern will brainstorm outside the box for ways to ensure our operational budget is healthy and growing.

Duties

As a non profit advocacy group, our single most important task is telling others the story of Bay Area educators who lack affordable housing - and our annual fundraising gala provides us with the budget to do so. As an events intern, you will assist the Gala Committee (comprised of multiple board members) with anything and everything related to planning, executing and wrapping up our annual fundraiser. Tasks range from calling local businesses for in-kind donations for the silent auction to researching catering options within our budget to creating and printing the agenda for the night of. Our gala fundraising goal is to surpass the amount we raised from ticket sales and donations from last year. We are searching for unique, engaging and tailored fundraising ideas and would need you to be put your creative thinking cap on!

Duties

The Fundraising Intern will be primarily responsible for researching, applying and keeping track of all grant-related activity to ensure we're doing our best to seek out and obtain appropriate funding. This intern must be comfortable with seeking new funding opportunities and thinking outside the box in order to do so. In our monthly board meetings, the Recruitment Intern will report on the status of active recruiting and how far we are from reaching our goals. Duties will include:

- Heavy research into grants for which UEAAH would be a good fit, increasing our chances of being funded with each application
- Seek out possible grant writing workshops and/or training to hone skills
- Update and maintain grant tracking via Google Drive
- Work alongside the CFO to ensure proper allocation of funds from all grants gifted
- Promote organization's reputation as creating the "best solution to scalable and sustainable teacher housing"

Schedule

While the Fundraising Intern does not have a fixed schedule, you will get out of it what you put into it. UEAAH encourages - and expects - our interns to attend and actively participate in our monthly meetings, which are held in a convenient location in SF, close to public transportation. While most of our work is done remotely, as an estimate you can expect to put in roughly 8 - 10 hours per week.

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Legal Intern

We are currently recruiting for 1 intern interested in legal matters for a small yet growing non-profit organization. This intern must be either a law student or a graduate of law school. Our single most important task is telling others the story of Bay Area educators who lack affordable housing. As a Legal Intern, your research and expertise will help our goal become a legislative reality.

Duties

The Legal Intern will be exposed to a variety of areas but primarily focused on administrative law and the procedures associated with working with federal, state and local government to obtain Basic Allowance for Housing, or BAH, for public school teachers. In our monthly board meetings, the Legal Intern will report on the status of research and legal documentation matters, including keeping the board up to date on current, related legislation. Duties will include:

- Heavy research into grants for which UEA AH would be a good fit, increasing our chances of being funded with each application
- Perform legal research of state and federal statutes, regulations, and school charters for policy changes
- Draft legal memoranda and other legal correspondence

- Review and evaluate legal documents and other relevant factual research and provides concise legal conclusions

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Public Relations Intern

We are currently recruiting for 1 intern interested in public relations for a small yet growing non-profit organization. Our single most important task is telling others the story of Bay Area educators who lack affordable housing. In order to do this, we need to inform the communities around us of what we're doing – and more importantly, why and how.

Duties

The Public Relations Intern will organize and oversee PR activities and ensure effective communication with media sources, as well as research PR opportunities for UEAAH which align with our mission. The Public Relations intern must have a creative mind and excellent communication skills. This intern will work closely with the Marketing Director to cultivate a positive organization image. Duties will include:

- Develop PR campaigns and media relations strategies alongside Marketing Director
- Edit and update promotional material and publications (brochures, videos, social media posts etc.)
- Prepare and distribute press releases to public schools/districts/teacher unions, etc.
- Seek opportunities for partnerships, sponsorships and advertising
- Address inquiries from the media and other parties
- Track media coverage and follow industry trends

- Prepare and submit PR reports
- Manage PR issues

Schedule

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Research Intern

We are currently recruiting for 1 intern interested in research for a small yet growing non-profit organization. Our single most important task is telling others the story of Bay Area educators who lack affordable housing but we need research, evidence and data to do it, enabling us to build credibility amongst stakeholders. This is a unique opportunity to contribute and gain insight into UEAAH's high-impact federal policy proposal.

Duties

The Research Intern will be primarily responsible for conducting extensive research to support UEAAH's policy agenda on teacher housing and community reinvestment in support of K-12 public school teachers. The Research Intern may work on a number of research projects relating to these issues. Duties will include:

- Proactively support other colleagues across the organization and leading our area of research
- Gather information on housing policy and current events related to housing and public school teachers
- Provide statistical information and identify pathways to our goals, in an effort to support the organization
- Special research tasks as assigned when events or speaking engagement are on the calendar

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