 **New York Association of Alcoholism and Substance Abuse Providers, Inc.**

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**RESEARCH/COMMUNITY ORGANIZING/PUBLIC POLICY INTERN (3)**

ASAP is looking for passionate, hard-working, creative minds to assist the organization's community and advocacy efforts that will impact public policy on a State and Federal level. Seeking applicants with strong written and interpersonal communications skills. Must be smart, outgoing, progressive, passionate and willing to work with diverse communities on hot-button issues. Our ideal candidates must have a strong interest in public service and political organizing. Applicants must be able to work at least 25 hours per week. Office is located in downtown Albany with easy bus access.

**Responsibilities**

ASAP is spearheading a campaign to counteract the current heroin epidemic. We plan to address this issue through our members, coalition partners, community leaders, elected officials, law enforcement etc. This will be a grassroots, statewide campaign effort. Interns will working closely with prevention and treatment providers, state agencies, legislators, ASAP members, and coalition members to influence and negotiate favorable legislative outcomes.

* Assist with policy research and analysis
* Schedule meetings with policy makers and advocacy groups
* Organize rallies, town hall meetings in legislative districts and Albany
* Attend committee hearings, meetings and legislative events on behalf of ASAP
* Draft letters, action alerts, and other written communication
* Assist in organizing grassroots advocacy
* Conduct policy analysis and track legislation for clients
* Update and maintain organization databases

**HOW TO APPLY**

A cover letter, resume and writing sample are required for consideration for all positions. They should be included as PDF attachments and submitted electronically. In your cover letter, please specify the position for which you are applying.

Interested students should send their materials to: Kathleen Campbell, Public Policy Director, via email to [kcampbell@asapnys.org](mailto:kcampbell@asapnys.org). People of color are strongly encouraged to apply.