



YAKIMA ASSOCIATION OF REALTORS® AND MLS

JOB DESCRIPTION

Job Title: Policy and Advocacy Intern
Reports to: Association Executive
Duration: 10 weeks

Department: Government Affairs
Status: Up to 10 hrs per week
Stipend: \$2,500 (\$250/wk)

POSITION SUMMARY

The Policy and Advocacy Intern will support the policy and advocacy efforts of the Yakima Association of Realtors through the guidance of the Government Affairs Committee. The Policy and Advocacy Intern will assist tracking the progress of legislative priorities, track legislative champions, provide administrative support for policy calls, local Legislative Day planning and preparation, and assist through the election and endorsements process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Track progress of priority bills and support legislation.
- Maintain and update key policy and advocacy contacts
- Track legislative REALTOR champions
- Attend policy calls and prepare a report to be shared with the Government Affairs Committee
- Support annual local candidate endorsement process
- Edit and format policy collateral
- Assist with event planning such as candidate training and candidate forums
- Plan the logistics during the election season, such as monitoring candidates and identifying REALTOR champions and providing logistics for the endorsement process

EDUCATION

- High school diploma or equivalent is required
- Education towards a Political Science degree preferred

QUALIFICATIONS AND EXPERIENCE

- Strong writing/editing skills.
- Familiarity with the legislative process.
- Strong time and project management skills.
- Demonstrated ability of working in teams under deadlines.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Proficiency using diverse technology platforms, programs, and services, including Microsoft Office and online meeting tools, such as ZOOM.

HOW TO APPLY

Please submit your resume and a cover letter to jennifer@yarmls.com. Your cover letter should demonstrate:

1. Why you're interested in the position and organization;
2. Your involvement in projects that required teamwork, clear communication, and meeting deadlines, and how you handled those situations;
3. Your familiarity with the legislative process; and
4. Your experience in advocacy or community organizations.

Applications will be accepted and reviewed until the position is filled.