



Our Future Starts
With *you!*

POSITION: Legislative Black Caucus Intern

DEPARTMENT: Albany County Legislature—Legislative Black Caucus

SALARY: \$16—\$22 Per Hour, Commensurate with Experience

WORK HOURS: 17.5 Hours Per Week

DESCRIPTION:

The LBC seeks a candidate to serve as a per-diem year-round intern for the office. The intern will support a range of functions, including legislative and policy research, administrative support, community outreach, and the development of issue-specific initiatives. This position offers valuable exposure to the inner workings of local government and the policymaking process, particularly through the lens of racial and social equity. This role is ideal for students or professionals with a passion for justice-driven public service who want to contribute meaningfully to creating progressive change for Albany County's most impacted communities. As an intern, you will be immersed in our collaborative environment and act as an active contributor to our office by sharing ideas and opinions and assisting in furthering a comprehensive and progressive legislative agenda.

TYPICAL WORK ACTIVITIES, TASKS AND ASSIGNMENTS:

- Conduct research, gather and analyze data, and interpret findings to inform the development, evaluation, and implementation of policy proposals and community programs aligned with the LBC's legislative priorities;
- Support the Coordinator of Strategic Initiatives and Special Projects in advancing targeted initiatives addressing racial disparities and systemic barriers;
- Track affordable housing trends and best practices at the county, state, and national levels;
- Assist in planning and coordinating public events, educational programs, and outreach campaigns;
- Attend legislative and committee meetings, public hearings, and community forums;
- Provide general administrative support, including scheduling, communications, managing inquiries, and other tasks necessary to facilitate the legislative operations of the office, meetings, and other tasks directly related to the legislative functions of the office.

MINIMUM QUALIFICATIONS:

- Must be at least an undergraduate junior, preferably pursuing a degree in political science, public policy, social sciences, urban studies, law, public administration, or a related field;
- Knowledge of issues affecting historically marginalized communities and commitment to addressing social and economic disparities;
- Strong analytical and research skills and ability to provide insightful recommendations for legislative and community initiatives;
- Excellent communication skills, both written and verbal, for effective collaboration and presentation of initiatives.
- Basic knowledge of the county legislative process is a plus, but not required; and
- Candidates must commit to 17.5 hours of work per week.
- Must be an Albany County Resident.

Please submit a resume and cover letter with this application.

POINT OF CONTACT FOR INQUIRIES:

Bria Nickerson, Coordinator of Strategic Initiatives and Special Projects
bria.nickerson@albanycountyny.gov

