



**Tenants Together**  
 California's Statewide Organization for Renters' Rights

We are a nonprofit organization dedicated to defending and advancing the rights of California tenants to safe, decent and affordable housing. We work to improve the lives of California's tenants through education, organizing and advocacy, sparking a statewide movement for renters' rights.

**Intern Position Description: Legislative Affairs**

Contact: Sara Linck-Frenz, Hotline & Volunteer Coordinator [sara@tenantstogether.org](mailto:sara@tenantstogether.org)

<b>Component</b>	<b>Definition</b>
Position Title	Legislative Affairs Intern
Internship purpose	Strengthen tenants' rights through state and local legislation
Key Responsibilities	<ul style="list-style-type: none"> <li>-Prepare research memoranda</li> <li>-Contact allies to explain bills and gather support</li> <li>-Draft fact sheets on legislation</li> <li>-Collect stories from members and allies to support legislative efforts</li> <li>-Attend legislative hearings &amp; legislator office visits</li> <li>-Update TT members about pending legislation</li> </ul>
Location	Main office: 474 Valencia #156, SF 94103
Supervision	Executive Director
Length of Appointment	3 months minimum
Time Commitment	10 hours weekly
Qualifications	<ul style="list-style-type: none"> <li>-Demonstrated commitment to economic justice and tenant rights</li> <li>- Strong written and verbal communication skills, with ability to explain technical concepts in compelling terms</li> <li>-Strong research skills</li> <li>-Detail oriented</li> <li>-Familiarity with legislative process and policy advocacy desired</li> </ul>
Benefits	Direct supervision by Executive Director, learn about legislative process and tenant rights, gain firsthand experience in legislative advocacy at the California state level.
Support Provided	Ongoing training and networking opportunities through volunteer meetings and community events. Supervision by Executive Director, an

	experienced tenant rights lawyer with extensive legislative experience
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