



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.

Volunteer Position Description: Policy & Research Intern

Contact: Sara Linck-Frenz, Hotline & Volunteer Coordinator sara@tenants2gether.org

Component	Definition
Position Title	Policy & Research Intern
Purpose	Further our understanding of how housing markets, ownership trends and existing or proposed tenant rights policies affect Californians who rent.
Key Responsibilities	<p>Assist with both qualitative and quantitative research on tenancy issues in California, either in conjunction with an issue campaign or independently conducting research to fill in knowledge gaps on tenant rights issues.</p> <ul style="list-style-type: none"> • Support staff teams with project planning for internal and extramural policy analysis and research; • Identify and compile information to support evaluations rent policies, policy options for consideration • Assist in preparing and fact-checking the analytic content for our annual Tenants in Foreclosure report • Coordinate with team members, as appropriate; • Assist in maintaining databases and compile statistical reports and data summaries, including graphics and tables that portray data, for use in policy analyses, research papers, briefings, and reports for senior staff; • Use spreadsheet and statistical software (e.g., Excel) to conduct statistical analyses, as applicable; • Assist in preparing analyses of relevant legislative and regulatory documents; and • Perform other duties as assigned.
Location	TT Office 474 Valencia #156, SF 94103
Supervision	Executive Director
Length of Appointment	3 months minimum
Time Commitment	10 hours per week minimum
Qualifications	<ul style="list-style-type: none"> • Comfortable with Microsoft Office. Experienced with Excel. • Commitment to tenant rights and economic justice.
Benefits	Opportunity to build research skills to professional level, impact policy statewide, build connections with housing justice organizations statewide.
Support Provided	One-on-one supervision, monthly volunteer meetings, other team social events.

