



City and County of San Francisco
DEPARTMENT ON THE STATUS OF WOMEN

Emily M. Murase, PhD
Executive Director



Edwin M. Lee
Mayor

FALL 2013 PUBLIC POLICY INTERNSHIP

About the San Francisco Department on the Status of Women

The San Francisco Department on the Status of Women fosters the advancement of the status of women and girls in the City and County of San Francisco. The Department is composed of 7 professional staff responsible for implementing the policy priorities established by the 7-member Commission on the Status of Women. In 1998, San Francisco became the first city in the world to enact a local ordinance reflecting the principles of the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), also known as the Women's Human Rights Treaty, an international bill of rights for women and girls. The Department is seeking a part-time fall Public Policy Intern to further its work on the Gender Equality Principles Initiative, a groundbreaking program that helps private sector employers promote greater gender equity and more productive workplaces.

Background on Gender Equality Principles Initiative

The Gender Equality Principles Initiative offers practical standards to which businesses and organizations can aspire and a measure against which they can assess their progress on 7 fundamental gender equality issues based on best practices. The Gender Equality Principles regularly sponsors forums and roundtables on relevant topics. All materials and tools have been created with direct input from a range of companies, non-governmental organizations, and experts in gender, human rights, labor, employment, and law to ensure that they are operationally relevant and can be used effectively. In April 2013, the Initiative launched the Gender Equality Challenge, an exciting new program that takes the next step in advancing gender equity. The Challenge collects and highlights Bay Area model practices that improve the working environment for all women and men. For additional information on the Initiative or Challenge, visit www.genderprinciples.org, follow [@GEPinitiative](https://twitter.com/GEPinitiative), or "Like" the [Gender Equality Principles](https://www.facebook.com/GenderEqualityPrinciples) Facebook page.

Position Description

Under the direction of the Policy Director, the Public Policy Intern has responsibility for assisting in the implementation and promotion of CEDAW and the Gender Equality Principles Initiative. The position entails high-level policy work, including research and analysis on cutting edge issues both locally and internationally related to gender equality. The Public Policy Intern may also be required to attend and assist in the planning of high-level meetings of City and business leaders, public hearings, roundtables, forums, and events, maintain website, as well as draft research papers, reports, and resolutions. The position requires a minimum of 20 hours/week and the ability to commit to work until the end of the year. This is an unpaid position.

Desirable Qualifications

- Current college students, college graduates, graduate students, or those with an master's degree in relevant area are preferred
- Ability to commit 20 hours/week from September to December 2013
- Familiarity with women, girls, and human rights issues preferred
- Excellent research and writing skills required
- Self-starter and attention to detail
- Ability to prepare clear, accurate and well-organized narrative and statistical reports and other documents
- Ability to effectively prioritize and organize multiple assignments and projects
- Familiarity with Word, PowerPoint, Excel, database and website maintenance, newsletter publication, and social media experience required

Application Process

The deadline for submitting applications is July 31, 2013. Interviews will be held in August and the selected candidate is expected to start on September 9, 2013, or earlier. Applicants are required to complete an internship application and send this along with a cover letter and resume to Carol Sacco, Grants Administrator, at carol.sacco@sfgov.org. For the internship application and more information on the Department, please visit the internship page of the Department's website at <http://www.sfgov3.org/index.aspx?page=2006>.