



HEY! Policy Program Coordination Intern

Program: Hopeful Empowered Youth of Greater Cincinnati (HEY!)

Reports to: Executive Director, HEY!

Time Commitment: 20 hours/week for up to 12 months

Pay: \$20/hour

Location: Hybrid (occasional evening meetings)

About HEY!

Hopeful Empowered Youth of Greater Cincinnati (HEY!) is a cross-sector initiative working to improve youth mental well-being across the region with a targeted population of Black, brown, LGBTQ+, and System-involved youth. HEY! brings together youth, community organizations, healthcare providers, educators, policymakers, and funders to strengthen protective factors that support youth mental health.

As HEY! moves from start-up to sustained implementation, the initiative is expanding its policy and advocacy efforts to advance youth-informed systems change.

Position Overview

The Policy Program Intern provides coordination and facilitation support for HEY!'s Policy Team and youth-centered advocacy efforts. This role focuses on organizing people, processes, and timelines so youth, partners, and policymakers can collaborate effectively. The intern helps ensure that policy work is structured, inclusive, and aligned with HEY!'s broader goals.

Key Responsibilities

Policy Team Coordination

- Coordinate logistics and provide backbone support for Policy Team meetings
- Help design agendas and track action items and timelines
- Maintain clear documentation and follow-through on team priorities

Youth Partnership Support

- Facilitate collaboration between youth participants and adult partners
- Support inclusive spaces where youth perspectives shape policy priorities
- Help create feedback loops so youth understand how their input informs decisions

Policy & Advocacy Support

- Help maintain HEY!'s youth-informed Policy & Advocacy Platform
- Translate policy developments into clear summaries and next steps
- Support planning and coordination of advocacy activities

Stakeholder Engagement

- Coordinate meetings and briefings with policymakers and system leaders
- Support youth and partners preparing to engage in policy discussions

Documentation & Infrastructure

- Maintain shared tools, notes, and coordination systems
 - Document meetings and decisions to support continuity and learning
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Ideal Skills & Experience

We welcome applicants early in their careers who are eager to learn. Helpful experiences include:

- Interest in public policy, youth engagement, mental health, or community change
 - Exposure to public policy—through coursework, major, or experience—is a plus
 - Experience coordinating projects, meetings, or group initiatives
 - Strong organizational and communication skills
 - Experience working with youth, students, or community groups
 - Commitment to equity and supporting marginalized communities
 - Comfort using collaboration tools (Google Docs, shared drives, project trackers)
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How to Apply

Submit a resume and cover letter to info@hopefulempoweredyouth.org. Applications are reviewed on a rolling basis.

HEY! is an equal opportunity employer and encourages applications from individuals with diverse backgrounds and lived experiences.