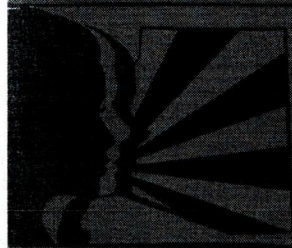


ARIZONA ADVOCACY NETWORK



Mission Statement

The Arizona Advocacy Network secures electoral justice, political rights and full civic participation through voter education and outreach to achieve government for the people, not corporations.

2015 - 2016 BOARD OF DIRECTORS

Marie Provine
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MANAGEMENT

Sam Pstross
Executive Director

Sara Joehnk
Logistics Manager

Arizona Advocacy Network

Government of, by, and for the people.

Fall 2016 Intern,

The Arizona Advocacy Network is excited to offer you a formal, paid internship with our organization for the Fall 2016 semester. Your internship will begin upon the signing this document, ending December 9th, 2016. Upon completion of the internship you will receive your \$500 stipend.

As an Arizona Advocacy Network intern you will act as the foundation of our movement to ensure clean elections, fair courts, and the voting rights of all Arizonans. In this role, you will be expected to meet three specific standards of conduct:

1. To represent the Arizona Advocacy Network accurately and faithfully. From this point onward your public conduct reflects upon our organization and our mission, thus we expect you to conduct yourself in all public realms (social media included), with the appropriate amount of civility, decorum, and respect merited in a professional environment.
2. To fulfill your job description, meet deadlines, and attend all meetings or events you commit too. The Arizona Advocacy Network has a high standard of excellence, and expects you to meet this standard. We also understand, however, the tumultuous schedule of a college student. Therefore, for the tenure of your internship we expect you to complete ALL tasks, projects, and events you commit to doing.
3. To creatively and ambitiously approach projects. This internship will focus on a few key projects that will be completed over the course of the semester. These projects will be large in scale, collaborative, and do not have clear outlines yet. Consequently, projects will be a mutual creation between you and your supervisor. **It is expected that you contribute adequately to the direction of your project(s).**

Successful interns will be granted opportunities to attend local and state political events, giving interns access to elected officials, lobbyists, and notable bureaucrats. Failing to meet these standards of conduct are grounds for dismissal by your supervisor.

The following are general duties expected of all interns and are individual metrics:

- Working 5-10 hours per week as needed
- Attending at least two weekly working sessions (2.5 hours per session)
- Registering or reminding 50 students to vote
- Writing 1 op-ed or letter-to-the-editor
- Submitting weekly report and time-sheet
- Attending/Calling-in for weekly staff meeting

Further duties will be described in your specific job descriptions, and are considered equally important. Interns are expected to fulfill both general and specific duties.

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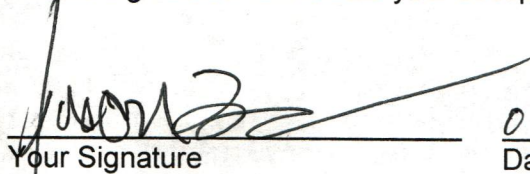
All information you receive during the course of your work with the Arizona Advocacy Network regarding its operations, programs, and finances is confidential, and may not be disclosed to anyone except as is necessary to perform your duties, or as otherwise authorized in advance by the Arizona Advocacy Foundation. This requirement of confidentiality survives the termination of your position. This portion of your offer letter will be sealed in our official Non-Disclosure Agreement.

Additionally, all intellectual property you develop in the course of your work with the Arizona Advocacy Network, including but not limited to reports, briefs, articles, blog posts, and other written, graphic or creative material regarding the Arizona Advocacy Network is and always will remain the sole property of the Arizona Advocacy Network, and you will not have any claim of right, title or interest in or to it, and you may not receive any compensation based upon it. (This provision does not apply to other personal blog posts, creative content, etc.— only that which you develop for us while working with us.)

We are excited to have you join the Arizona Advocacy Network team and cannot wait to get started!

If you have any concerns, questions, or would like clarification, please direct emails to Tanner@azadvocacy.org.

Please sign below to indicate your acceptance of this position.


Your Signature

09/23/16
Date


Executive Director

9/23/16
Date

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