



STATE INNOVATION EXCHANGE

## 2018 Spring Research Internship with the State Innovation Exchange (SiX)

The State Innovation Exchange (SiX) is seeking progressive graduate students in public policy, law, public administration, or a related field for a spring research internship with SiX.

### About SiX:

SiX is a 501(c)(3) national resource and strategy center that supports state legislators who seek to strengthen our democracy, fight for working families, defend civil rights and liberties, and protect the environment. We do this by providing state legislative offices with top-notch training and research, emphasizing leadership development, amplifying legislators' voices, and forging strategic alliances between our legislative network and grassroots movements. Our vision is to build toward long-term progressive power and infrastructure at the state level.

### About the Research Internship:

A research internship with SiX will provide a unique opportunity to be part of a growing progressive organization. As a research intern, you will assist SiX staff in many aspects of the organization's research department – including legislative research, public policy analysis, publication development, bill tracking, curation of an online library, and collaboration with national and local partner organizations. From this experience, interns can expect to gain a better understanding of state government, progressive policy, legislative research, and the larger progressive infrastructure on both the state and national level.

### Responsibilities Include:

- Conduct legislative research and write policy memos to inform state policymakers
- Draft policy briefs and support the development of all SiX-branded publications
- Track broad sets of state legislation through bill tracking software
- Process public policy materials for SiX's online library
- Assist with policy and communications trainings, strategic conversations, and other legislator events
- Perform other duties as assigned

### Skills & Qualifications:

- Deeply held support for public policies that support working families, a stronger and more open democracy, civil rights, and environmental protections
- Familiarity with state government, the legislative process, and progressive public policy
- Strong writing skills sufficient to communicate complex facts and provide responsive information
- Ability to maintain familiarity with a diverse set of policy issues and to analyze legislative language
- Excellent organizational skills, with the ability to self-motivate and drive projects to completion
- Familiarity in using computers for word processing, data collection and communication
- Outstanding attention to detail

### Compensation and Workload:

Graduate interns will be paid \$15/hour. Interns are expected to work approximately 10-20 hours per week throughout the semester. Hours, as well as start and end dates, are flexible and can be adjusted based on school schedules.

Applicants should submit a one-page cover letter, resume, and contact information for two professional references to [anthony@stateinnovation.org](mailto:anthony@stateinnovation.org) with the subject line "Spring Research Internship Application." Interns will be considered on a rolling basis. The priority deadline for submission is January 8<sup>th</sup>.