



STATE INNOVATION EXCHANGE

## **2019 Summer Internships in Denver, CO with the State Innovation Exchange (SiX) Undergraduates and Graduate-level Positions Available**

Interested in progressive policy? In state legislatures? In helping build a lasting piece of the progressive infrastructure? The State Innovation Exchange (SiX) is seeking progressive undergraduate students, graduate students, and recent graduates for summer internships in Denver, Colorado.

### **About SiX:**

The State Innovation Exchange (SiX) is a resource and strategy center that supports state legislators in advancing and defending progressive policies across the country. We have a long-term vision of building progressive power and infrastructure at the state level. SiX works to empower legislators with top-notch research, training, policy expertise, communications support, political strategy and a space to network and share ideas. Together, we are working to advance and defend policies that support working families, protect the environment, promote civil rights and strengthen our democracy.

### **About the Internship:**

An internship with SiX will provide a unique opportunity to be a part of a growing progressive organization. All interns will assist the SiX staff in many aspects of the organization's operation, including: external communications, research, outreach, database management, and more. Graduate-level interns can expect to work more closely with SiX's research team on legislative research requests, publications, and legislative bill tracking. From the experience, interns can expect to gain a better understanding of state government, a wide range of state-level policy, and the larger progressive infrastructure on both the state and national level.

### **Requirements of applicants:**

- Outstanding attention to detail
- Proficiency in Microsoft Excel and Word
- Excellent written and verbal communication skills
- Ability to self-direct
- Deeply-held support of public policies that support working families, democratic openness, civil rights, and environmental sustainability.
- Ability to work in downtown Denver (near Union Station)

### **Desired skills:**

- Familiarity with state government, the legislative process, and progressive public policy
- Experience working with databases or CRMs
- Experience with social media (experience with graphic content creation and video editing is a plus)
- Graduate-level applicants: experience researching and summarizing policy issues and evaluating public policy

### **Compensation and Workload:**

Undergraduate-level interns will receive \$15/hour; graduate-level will receive \$18/hour. Interns are expected to work between 15-20 hours per week throughout the summer within normal business hours of 9am to 5pm, M-F. SiX can also cover a monthly RTD pass to cover transit to and from the office.

### **Process:**

SiX will begin hiring for these positions starting immediately and on a rolling basis until filled. Applicants should submit a one-page cover letter, resume, and contact information for two professional references to [jobs@stateinnovation.org](mailto:jobs@stateinnovation.org) with the subject line "2019 Summer Internship Application."