



State Innovation Exchange (SiX) Assistant, Legislative Affairs

About the State Innovation Exchange

The State Innovation Exchange (SiX) is a 501(c)(3) policy, strategy, and resource center for progressive state legislators. We empower, embolden, and equip state legislators to build and wield progressive governing power by/with/for the people they represent. We do this by providing legislators with the tools needed to shape impactful public policy and building their capacity to lead with their constituents. We foster long-term collaboration between legislators- across chambers, across regions, and across state lines - and with grassroots movements. Our vision is an equitable, resilient, healthy, and prosperous future for every person in the United States, which is secured and safeguarded by progressive state legislators. SiX's sister organization, SiX Action is a 501(c)(4) that works alongside SiX to build capacity of state legislators by providing policy development, communications tools, and technical assistance.

About this Position

The SiX legislative Program Assistant is an integral part of the national legislative team to support SiX's core work to support legislators. This position will primarily work to support the Legislative Director including the general work of the Legislative Department including its State Directors and general outreach to legislators.

At SiX, we commit to equal pay for equal work. To counter pay inequality and uphold internal parity, we use a nonnegotiable starting salary system, while benchmarking our pay to highly competitive markets in the nonprofit sector. The starting salary for this position is \$45,000. In addition, SiX offers competitive benefits including generous healthcare coverage options for you and your family, life insurance, a retirement match, flexible schedule and a generous leave and holiday schedule. More information about our benefits and compensation philosophy is available [here](#). This is a full-time, exempt position. The position is remote and open to anyone living in the continental United States, within one hour of a major airport with a preference to Denver. The position will require travel, possibly more than 4-5 times a year.

Role Responsibilities

All staff at SiX have personalized role responsibilities – the outcomes and impacts you are expected to deliver as part of your unique role within the organization. As the Legislative Affairs Assistant you report to the Vice President of Legislative Affairs and are responsible for delivering on the following expectations in your day-to-day work:

1. Maintain, track and report grant deliverables in a bi-weekly and monthly report. The ideal candidate has meticulous attention to detail and excellent time management.

2. Track and report on various budgets. The ideal candidates should be systems oriented to ensure accurate and comprehensive information management.
3. Write, edit and produce emails, materials and preliminary research. Oversee email lists and follow up with legislators and partners as needed. The ideal candidate should have excellent and professional communication skills.
4. Database management, updating and reporting; manage list for various SiX activities. The ideal candidate should be comfortable and adept at learning different software and technological platforms (google drive, microsoft, etc).
5. Track and support social media as it relates to legislative activity. The ideal candidate should have be able to navigate various social media platforms.
6. Help to organize legislative gatherings including meetings, conference calls or retreats. The ideal candidate is an organized planner with ability to effectively multitask.
7. Provide conference, event logics and registration support.
8. Provide additional administrative support as needed.
9. Help to coordinate and delegate intern projects, as needed.

Core Competencies

All staff roles at SiX are grounded in a set of core competencies that are standardized across the organization based on the type of role you hold. As the Legislative Affairs Assistant you will be responsible for delivering on the following core competency expectations in your day-to-day work:

1. *Equity and Inclusion.* You have a demonstrated understanding of the role that racial, gender, economic, and other inequities play in our society and in movement-building and demonstrate an ability to effectively collaborate across lines of difference.
2. *Program Implementation.* You support the successful implementation of your program/issue area(s) and contribute to the success of your team and the organization overall.
3. *External Communication and Brand Management.* You uphold the organization's reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
4. *Partner Engagement.* You are able to maintain successful and professional partnerships with external stakeholders in the implementation of your work.
5. *Knowledge Management.* You are detail oriented and able to assist in the collection, synthesis and dissemination of information to support your team's work.
6. *Financial Administration.* You are able to provide timely, accurate financial information as needed to comply with all internal financial protocols.
7. *Compliance.* You comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
8. *Organizational Culture and Values.* You are able to practice and uphold organizational values in your day-to-day and long-term work. You participate in creating a team culture that is productive, collaborative, and equitable.

Organizational Values

All staff at SiX are responsible for upholding our organizational values, which were developed collaboratively by all staff. These describe the way we strive to do our work together and the kind of organizational culture we want to build. As the Legislative Affairs Assistant you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

1. *Equity and Inclusion.* Actively practice our commitment to racial, gender, economic, and social justice. Demonstrate an openness to cultivating progressive, inclusive leadership and welcoming different learning and leadership styles. Seek and accept feedback about ways to strengthen your awareness and understanding of how to create more inclusiveness in your speech and behavior. Practice humility and continuous learning. Commit to repairing relationships with your speech or behavior has promoted inequity or exclusion.
2. *Collaboration.* Proactively build relationships with your colleagues and partners. Demonstrate respectful speech and behavior. Be honest, kind, and direct in instances of conflict. Adopt a stance of “having each other’s back.” Resist habits of individualism and competition in favor of turning toward and building with one another.
3. *Accountability.* Demonstrate the ability to own and achieve your responsibilities at work. Attend to both the results and the process by which you achieve your results. Pay attention to details, anticipate roadblocks, offer solutions, drive work forward, include relevant stakeholders when making decisions, follow through with delivering high-quality work on time.
4. *Integrity and Trust.* Do not withhold information but democratize knowledge. Acknowledge both your successes and your mistakes. Practice forthrightness, “saying the thing,” graciously giving and receiving feedback, and building your own skills and capacity as well as that of your colleagues.
5. *Initiative and Tenacity.* Take responsibility for your success and the success of your teammates. Demonstrate the ability to manage and successfully execute on the work in the context of a remote organization. Offer and seek answers and options proactively, in consultation with your supervisor, colleagues, and partners. Challenge implicit assumptions and create explicit agreements.
6. *Flexibility.* Embody a “getting to yes” attitude and a propensity for working through roadblocks, building consensus, and course correcting when necessary. Engage in continuous learning and reflection. Seek feedback. Apply your learnings to subsequent projects and responsibilities. Welcome change and seek ways to adapt to new information, people, and circumstances.
7. *Innovation.* Commit to learning and growing the organization’s work. Stay open to possibility. Greet new opportunities with curiosity and a sense of possibility and openness. Contribute to a culture that lets us grow, try new things, succeed (or fail), and learn from our efforts.

How to Apply

Interested applicants should submit a compelling cover letter and resume to jobs@stateinnovation.org. Please indicate the position you are applying for in the subject line of the email. Applications will be accepted until the position is filled. Applications will be reviewed on a rolling basis.

State Innovation Exchange is an equal opportunity employer. We encourage people of color, women, LGBTQ folks, and immigrants to apply for open positions. We do not discriminate on the basis of race, color, religion,

gender, gender identity, sexual orientation, disability, national origin, age, marital, and/or veteran status or any other characteristic or activity protected by federal, state, or local law.