State Innovation Exchange (SiX)
Communications Intern

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
SiX’s Communications Intern plays a pivotal role in supporting progressive state legislators on the organization’s entire range of issues. This position supports the work of the communications team to amplify the work of legislators, create and disseminate messaging and policy materials, and grow SiX’s brand. The Communications Intern will help draft communications materials, monitor news and social media for key opportunities, and support the legislative team with tasks related to our legislator network. This position works within SiX’s communications team but will require collaboration with national staff at SiX and state/national partners to promote progressive policies and support legislators throughout the country.

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 $18/hr. The position is remote and open to anyone living in the United States. Interns are expected to work approximately 15-20 hours per week, but weekly hours are flexible and can be adjusted based on school schedules or other work commitments.

Role Responsibilities
As the Communications Intern, you report to the National Communications Director and will be responsible for delivering on the following expectations in your day-to-day work:

- Draft newsletters, network communications, press releases, op-eds, blog posts, and talking points
- Monitor news and social media for key trends in state legislative work; create and disseminate daily news clips for staff
- Assist in the creation and distribution of digital toolkits
- Assist in the management of email calendar
- Assist in building and maintaining press lists
- Support the legislative team with database maintenance, outreach support, and other tasks
- Assist with tracking and compiling results
- Manage and provide technical support for webinars, strategy calls, and other organizational needs
- Update presentations in Powerpoint

Based on these expectations, the following qualifications are required:

- Demonstrated interest in public policies that support working families, a stronger and more open democracy, civil rights, and environmental protections
- Strong writing skills sufficient to communicate complex concepts and provide responsive information
- Excellent organizational skills, with the ability to self-motivate and drive projects to completion
- Ability to maintain familiarity with a diverse set of policy issues
- Outstanding attention to detail
- Experience updating websites using Wordpress and familiarity with email platforms such as MailChimp (or willingness to learn)

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 a Communications Intern, you will be expected to demonstrate 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 successfully execute the activities 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 are able to advance the organization’s reputation, profile and brand with key stakeholders. You possess excellent written and verbal communication skills.
4. *Knowledge Management.* You are detail oriented and able to support in the collection, synthesis and dissemination of information about your team’s work, internally and externally.
5. *Compliance.* You comply with relevant nonprofit laws and adhere to internal policies, practices, and protocols.
6. *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. [See below for more on organizational values.]
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 a Research Intern, 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 if 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 reviewed on a rolling basis until the positions are filled.

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, martial, and/or veteran status or any**
other characteristic or activity protected by federal, state, or local law. As a part of our ongoing racial equity work at SiX we ask applicants to voluntarily disclose their racial identity. This allows us to monitor the diversity of our applicant pool and helps to ensure that notification of job opportunities as SiX are reaching marginalized communities. These disclosures will be aggregated. Individual disclosures will not be available to anyone involved in evaluating applicants at any stage.