



State Innovation Exchange (SiX)

Spring 2022 Reproductive Rights 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 Reproductive Rights Communications Intern plays a pivotal role supporting progressive state legislators by communicating a comprehensive reproductive health, rights, and justice frame for the [Reproductive Freedom Leadership Council](#) cohort. This position supports the work of the Reproductive Rights team to amplify the work of legislators, create and disseminate messaging and policy materials, and grow the SiX RFLC national recognition. The Reproductive Rights Communications Intern will help draft communications materials, monitor news and social media, and support legislator messaging training.

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 rate for this position is \$18/hr, and interns are eligible for paid leave benefits. 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. This internship is for up to 5 months and is expected to start in January and end May 2022.

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

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 a Reproductive Rights Communication Intern you report to

the Director of Reproductive Rights Communications and will be responsible for delivering on the following expectations in your day-to-day work:

- Support the development of media projects uplifting RFLC members;
- Draft e-newsletters and network communications for RFLC members;
- Support RFLC messaging training efforts;
- Monitor news and social media for key reproductive health, rights, and justice trends in state legislative work;
- Assist in the creation and distribution of digital toolkits and social media content for SiX Repro's Twitter account;
- Assist in building and maintaining press lists; and
- Assist with tracking and reporting press, web, and social media analytics.

Based on these expectations, the following qualifications are desired:

- Demonstrated interest in reproductive rights and justice that centers race equity, economic justice, and democracy;
- Familiarity with press relations (or willingness to learn!);
- Strong and flexible writing and research skills sufficient to successfully communicate with a variety of audiences including reporters and state legislators;
- Excellent organizational skills, with the ability to self-motivate and drive projects to completion;
- Experience with Wordpress or other content management systems and familiarity with email platforms such as MailChimp (or willingness to learn!);
- Experience drafting social media posts for Instagram, Twitter, and Facebook (or willingness to learn!); and
- Outstanding attention to detail.

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 Reproductive Rights 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 accepted until 11/26/2021

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.