



State Innovation Exchange (SiX) 2025 Communications Intern

About State Innovation Exchange

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 giving legislators the tools needed to shape impactful public policy and build 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, secured and safeguarded by progressive state legislators. SiX's sister organization, SiX Action, is a 501(c)(4) that works alongside SiX to build the capacity of state legislators by providing policy development, communications tools, and technical assistance.

About this Position

The Communications Intern will support SiX's Communications Department in amplifying legislators' work, creating and disseminating communications materials, and helping build the organization's brand. The Intern will work with SiX staff, both national and state-based, to promote and expand the reach and impact of the organization's work and brand. The ideal candidate will be a passionate, results-driven progressive who can take direction and operate independently.

At SiX, we commit to equal pay for equal work. We use a nonnegotiable starting salary system to counter pay inequality and uphold internal parity while benchmarking our pay to highly competitive markets in the nonprofit sector. **The rate for this position is \$20/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 anticipated to start in April or May 2025 and end in December.

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 Communications Intern, you report to the Senior Associate of Communications and will be responsible for delivering on the following expectations in your

day-to-day work:

- Draft monthly SiX newsletter
- Support the Senior Associate of Communications with digital content creation (emails, blogs, graphics, social media content, etc.);
- Assist SiX program staff in communication needs (drafting and proofing emails, drafting blogs based on program events, managing webinars, etc.)
- Monitor communications requests from staff, state legislators, and partners.
- In coordination with the communications team, create a story bank that organizes state legislator stories and schedules dissemination of stories.

Based on these expectations, the following qualifications are desired:

- Demonstrated interest in progressive communications that centers race equity, economic justice, and democracy;
- Ability to communicate effectively with varying stakeholders, i.e., senior staff, state legislators, and coalition partners
- Excellent organizational skills, with the ability to self-motivate and drive projects to completion;
- Strong writing and design skills;
- Outstanding attention to detail.

Core Competencies

All staff roles at SiX are grounded in a set of core competencies standardized across the organization based on your role type. 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 movement-building and an ability to collaborate effectively 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 can 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 can support collecting, synthesizing, and disseminating 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 can 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 Communications Intern, you will be responsible for demonstrating the following behaviors in carrying out your day-to-day work:

- **Adaptability and Imagination**

We embrace learning from our past, present, and future, remaining open to new perspectives and innovative approaches. Change is necessary, and we actively cultivate the courage to envision and pursue possibilities beyond the status quo. We are committed to shifting our perspectives and processes when needed, embracing transformation within ourselves, our communities, and our organization.

- **Connection, Relationship, and Collaboration**

Authentic relationships and principled partnerships are the foundation for building people-centered power. Trust, respect, and accountability guide how we work together, ensuring that the quality of our work is just as important as the path we take to achieve it. We approach challenges with honesty and integrity, valuing principled tension as necessary for progress.

- **Wholeness, Consideration, and Care**

We recognize and honor the full humanity of ourselves and those around us. Everyone deserves joy, rest, safety, and respect, and we create flexible, caring work environments that uphold these values. We take responsibility for our emotions and actions, ensuring our engagement with others is grounded in thoughtfulness and care.

- **Belonging and Difference**

We are committed to upholding the inherent value of all people across identities, experiences, and perspectives. We actively work against systems of oppression that harm the communities we are a part of and collaborate with, striving to build a world where equity and justice are the norm. We are intentional in addressing racism and continuously learning to shift behaviors, beliefs, and policies that reinforce injustice.

- **Sustainability and Perseverance**

We prioritize the long-term sustainability of ourselves, our communities, and our organization by pacing our work, reducing harm, and fostering an environment of shared knowledge and abundance. We recognize that systemic change requires deep investment and generational commitment, and we are dedicated to doing the work necessary to build a thriving future.

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 email's subject line. Applications will be reviewed on a rolling basis until the position is filled. **Candidates who apply by 03/05/25 will be given priority.**

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 based on 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.