



## ***Policy Fellowship***

### **Description:**

In the past two legislative sessions, our 41 House Democrats were able to turn many popular proposals into law, moving forward on measures to lower the cost of health care, invest in education, build a fair economy, address climate change, tackle the opioid crisis, reform our criminal justice system, and help hard-working Coloradans get ahead.

House Majority Policy Fellows will assist the House Majority Policy Team to increase the oversight and legislative research capacity of the Colorado House Majority Office during the 2020 interim period. Fellows will be primarily tasked with writing memorandums summarizing statutorily required reports to the legislature, attending and summarizing budget activities including quarterly revenue forecasts, the Governor's budget request presentation, and subsequent department budget briefings, and conducting general legislative research as needed,

### **Qualifications:**

- Strong verbal and written communication skills
- Highly organized with the ability to balance and track progress on multiple projects at one time under tight deadlines; excellent time management and attention to detail
- Motivated self-starter who produces quality work without close day-to-day supervision
- A high level of confidentiality and discretion
- High degree of self-awareness, humility and openness to feedback
- Flexible and adaptable work style; ability to stay calm in a high stress environment
- Eagerness to develop leadership skills; commitment to progressive values and policies
- Experience and comfort using Google Suites (Docs, Sheets, Slides)

### **Preferred Qualifications:**

- Previous experience with legislative or government research a plus
- Knowledge of or experience with Colorado government and politics a plus

### **Details:**

10 hours/week on a flexible basis (does not need to be traditional working hours). Fully remote.

Fellows are unpaid volunteers; however, fellows will have ample opportunity to have one on one time with senior staff and considerable support for career and professional development. Student internship credit can be arranged with your school, if applicable. It is the student's responsibility to contact his or her advisor and obtain academic credit within the institution's guidelines in consultation with the Fellowship Manager.

- To apply for the fellowship, [please fill out this form](#) by **August 10, 2020**.
- The targeted start date is September 3, 2020 with an end date in mid-December, 2020.
- Questions about this application can be sent to [Kris.Grant.House@gmail.com](mailto:Kris.Grant.House@gmail.com)

*The Colorado House Majority Office is an equal opportunity employer that does not discriminate against any applicant for employment on the basis of race, sex, sexual orientation, gender*

*identity, religion, national origin, age, or disability. We are committed to equity and strongly encourage candidates with diverse backgrounds and identities to apply.*