Fall 2020 Internship / Externship with National Conference of State Legislatures

For full information and application link:
https://ncsl.applicantpro.com/jobs/

Interested candidates should send a cover letter and resume highlighting skills and qualifications no later than August 14th, 2020.

ABOUT NCSL:

The National Conference of State Legislatures (NCSL) is the nation's preeminent bipartisan membership organization for state legislators, legislative staff and other intergovernmental groups in the 50 states, commonwealths and territories and has been since 1975. It is headquartered in Denver, Colorado. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. NCSL's mission is to improve the quality and effectiveness of state legislatures; promote policy innovation and communication among state legislatures; and ensure state legislatures a strong, cohesive voice in the federal system. While NCSL is bipartisan in nature, all NCSL staff work is strictly nonpartisan.

GENERAL DESCRIPTION:

NCSL intern/externships provide students an opportunity to gain workplace skills while learning about a variety of public policy areas that impact state legislatures and other intergovernmental groups. The individual will have responsibility for tracking state legislative bills, analyzing and reporting on legislation, performing policy research, responding to requests for information, assisting with meetings for constituents, writing policy publications, collecting information about current events related to assigned topics, supporting and maintaining web resources, collaborating with other NCSL staff, and other duties as assigned.

This opportunity covers a range of policy topics in the assigned program and requires a person who is able to juggle multiple tasks and topics efficiently. It also requires the ability to work both independently and as part of a team across projects and program areas within NCSL, as well as excellent written and oral communication skills to interact with a wide variety of audiences.

QUALIFICATIONS:

Qualified candidates should be currently enrolled in a bachelor's degree or graduate program or in a short waiting period between undergrad and graduate programs / law school and/or bar admittance. Candidates should possess strong computer and research experience and demonstrate exceptional skills and competence in writing clearly, communicating effectively and organizing complex assignments. In addition, some programs prefer candidates working toward a Master of Social Work, Public Policy or law degree.