

National Conference of State Legislatures

Summer 2019 internships



Four internship opportunities are available for Summer 2019, in the following program areas (see details below):

- **Transportation**
- **Employment, Labor & Retirement**
- **Health**
- **Children & Families**

Application deadline: Thursday, February 28, 2019

Interested candidates should send a **cover letter and resume** highlighting skills and qualifications to: <https://ncsl.applicantpro.com/jobs> by the deadline.

The National Conference of State Legislatures is a bipartisan organization that serves the legislators and legislative staff of the nation's 50 states, its commonwealths and territories. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues. Our mission is to serve state legislatures and other intergovernmental groups by providing support, promoting fresh ideas, connecting legislators and staff with experts and each other, and provide a strong, cohesive voice in the federal system. Since its founding in 1975, NCSL's staff has grown from 15 employees to over 150 employees in its offices in Denver, CO and Washington, D.C.

Transportation Program – Summer & Fall 2019

\$15.00 per hour and 10-20 hours per week. Part-time, flexible, variable hour schedule.

DESCRIPTION: The Transportation intern will work under the supervision of NCSL's Transportation program staff. The intern will be called on to prepare concise and accurate responses to legislative requests for information on a variety of topics, including the compilation of 50-state charts and statute and bill summaries. Topics

will vary but with a focus on traffic safety legislation and programs. The intern will have opportunities to research and write for NCSL publications such as the NCSL Blog, *State Legislatures* magazine and full-length policy reports and have their work published with attribution.

SPECIFIC PROJECTS / TASKS: Respond to information requests on traffic safety and other transportation topics, assist with updating NCSL charts and web resources and write articles for the NCSL publications.

LEARNING OUTCOMES: The intern will develop a deeper understanding of the workings of state legislatures and state governments, particularly as it pertains to traffic safety and transportation policy. The intern will gain insight on research skills and networks to utilize in collecting, analyzing and assembling policy information that is useful and digestible for a legislative audience.

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 bar admittance. Candidates should possess strong computer and research experience and demonstrate skill and competence in writing clearly, communicating effectively and organizing complex assignments. Experience with the state legislative process or transportation issues are a plus, as is familiarity with current state policy trends. Candidates currently in law school or graduate school may be given preference.

Employment, Labor & Retirement – Summer 2019

\$15 per hour; 15-20 hours per week. Part-time, flexible, variable hour schedule.

DESCRIPTION: The National Conference of State Legislatures is seeking an intern to work on labor issues, under the supervision of NCSL Employment, Labor and Retirement Program staff. The intern will be called on to prepare concise and accurate responses to legislative requests for information on a variety of topics, track legislation on occupational licensing and workforce development, write briefs, and assist with website development. The intern will have opportunities to research and write for NCSL publications such as the NCSL Blog and have their work published with attribution.

SPECIFIC PROJECTS / TASKS: This internship includes assisting staff in gathering regulatory data to be housed on our occupational licensing database, tracking recent legislation related to occupational licensing and employment issues, and writing blogs or articles on new and emerging labor and employment trends.

LEARNING OUTCOMES: The internship in the ELR program is designed for mutual benefit—the students get law/legislative experience and NCSL benefits

from their writing and research skills to assist our members. The primary function is to assist with data collection, information requests and writing, which allows the intern to learn about a myriad of employment and labor issues and policies.

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 bar admittance. Candidates should possess strong computer and research experience and demonstrate skill and competence in writing clearly, communicating effectively and organizing complex assignments.

Experience with the state legislative process is a plus, as is familiarity with labor or workforce development policy.

Health Program – Summer 2019

\$15 per hour; 20-25 hours per week. Part-time, flexible, variable hour schedule.

DESCRIPTION: The individual hired for this internship will work across the health program to support a number of staff who provide 50-state legislative research and education resources for policymakers on topics such as primary care and rural health, health insurance and costs, prescription drug pricing, public health, and maternal and child health. The position is non-partisan and non-advocacy.

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 legislators, 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 position will cover a range of health policy topics and requires a person who is able to juggle multiple tasks and topics efficiently. It also requires good team work across projects and program areas within NCSL, as well as excellent written and oral communication skills to interact with a wide variety of audiences.

SPECIFIC PROJECTS / TASKS: Research assistance to the Health program. Fielding, research and responding to information requests. This includes tracking and summarizing state legislation for online publications for members.

Tasks also include updates to web-based resources. Also available: other special project research or writing opportunities in the field of health policy.

LEARNING OUTCOMES: A primary function of this position is to assist with legislative tracking and information requests, which allows the intern to learn about a selected variety of health issues. In addition, we offer interns other special research projects or writing opportunities in the field of health. The internships in the Health program are designed for mutual benefit - the students get law/legislative experience and NCSL benefits from their research and writing skills to assist our members.

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 bar admittance. Candidates should possess strong computer and research experience and demonstrate skill and competence in writing clearly, communicating effectively and organizing complex assignments.

Children & Families Program – Summer 2019

\$15.00 per hour/20-25 hours per week. Part-time, flexible, variable hour schedule.

DESCRIPTION: The intern will work under the supervision of NCSL staff in the Children and Families program. The intern may be required to track legislation, prepare concise and accurate responses to constituent requests for information, compile several 50-state charts and issue briefs, assist with preparation of reports and briefs on policy topics, assist with meeting planning and undertake other research and writing projects as assigned.

SPECIFIC PROJECTS / TASKS:

- Conduct research necessary to update documents and webpages with recent legislative enactments.
- Update policy documents and webpages.
- Develop issue summaries on affordable housing, homelessness, domestic violence, marriage and divorce and potentially other human services issues.
- Assist with bill tracking on affordable housing, domestic violence and potentially other human services issues.
- Conduct research and prepare responses to requests from legislators and legislative staff.
- Support meeting planning as needed and appropriate.

LEARNING OUTCOMES: Primarily through data collection, analysis and writing, the intern will learn about a variety of human services issues and policies. Topics may include any of the following: housing affordability; homelessness; marriage, divorce and child custody law; domestic violence; elder abuse; child poverty and public assistance programs.

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 bar admittance (preferably working toward a Master of Social Work or law degree). Candidates should possess strong computer and research experience and demonstrate skill and competence in writing clearly, communicating effectively and organizing complex assignments.