

POSITION ANNOUNCEMENT

Legislative Policy Intern

POSTING DATE: xxx 2023

COMPENSATION: TBD

A collaboration of dynamic government affairs professionals is seeking a legislative policy intern to work directly with them on public policy and legislative issues.

This is a paid internship to begin in the Fall of 2023 and continue through the first week of June. The Fall Semester weekly schedule can be flexible to accommodate course load; the Spring Semester is a full-time schedule. Candidates must be able to commit to staying through the end of the Legislative Session and the 30-Day Bill Signing Clock (first week of June 2024).

This internship is an opportunity to gain first-hand knowledge about how state government works, through direct experience inside the Colorado General Assembly. This is an educational opportunity outside of the traditional classroom setting and will acquaint the participant with both the formal and informal aspects of the legislative process, as well as insight and access to the legislative players and policy making process.

The individual will work directly with the three partners to support their individual client base and have firsthand exposure and engagement with all aspects of the state legislative process.

The legislative policy intern responsibilities vary depending on three distinct time periods:

- **Pre-session period (October through January)**

This period is intended to be one of acclimation to the process and the people.

- Meeting planning and coordination, along with material prep
- Monitoring Joint Budget Committee meetings and materials
- Assisting with developing legislative agendas, developing accompanying talking points and other documents to support

- **Legislative session period (January through May)**

- Meeting scheduling, prep and management
- Day-to-day organization and tracking of bills - working directly with the partners to identify, track, and summarize legislation of interest;
- Create and maintain legislative reports;
- Monitoring legislative committee meetings and hearings;
- Conduct research as needed on policy, policy positions, voting records;
- Developing fact sheets, talking points, and participating in strategy discussions;
- General administrative support.

- **Post-session period (through first week of June 2024)**

- Will focus on session wrap up work - end of session reports, final bill summaries, outlining summer work.

MINIMUM QUALIFICATIONS

Candidates must have solid organizational and time management skills, familiarity with Microsoft Office, excellent oral and written communication skills, and work well as part of a team.

To apply please send a resume and cover letter to kachina@weaverstrategies.com. Position is open until filled, applications will be considered as received.