ORGANIZATION NAME: National Conference of State Legislatures
LOCATION (CITY/STATE): Denver, Colorado

☐ Yearlong Fellowship (June 2015-May 2016)
☐ Summer Fellowships (June-August 2015)

Title of PIFP Fellow: Education Intern

Primary Responsibilities of PIFP Fellow:

One PIFP fellow will work specifically with the NCSL Education Program on a timely and pressing education issue currently before state legislatures. The program staff will work with the fellow to design a good match between the fellow’s interest and the program’s work—for example in the areas of teachers/teaching; college affordability; or international models of education reform. The fellow will be asked to help conduct research, perform tracking and analysis of state legislation, help organize and participate in any meetings and seminars hosted during this time, and write one to two brief publications or Web documents on the topic.

How Fellow Will Contribute to Capacity-Building/Systemic Change:

The specific topic selected for this fellow will be one that is of high importance to NCSL and to state legislators and one for which we do not currently have a significant information base. The fellow’s work will improve NCSL’s capacity on this issue by providing research, legislative analysis, and writing on the topic that NCSL intends to use on the organization’s website and potentially in other publications. This information will be made available to a broad group of state legislators and other policymakers working on statewide systemic change.

NCSL’s policy work is enhanced by interns and fellows from various colleges and
graduate programs, who typically assist with tracking state legislative activity (through bills searches, legislative enactments and media sources), summarizing state legislation and news items about legislative activities, updating Web pages, finding links to statutes on various topics, assisting with requests for policy information, researching various policy resources (e.g., journals, congressional and administration agencies, national organizations, etc.), assisting with planning and carrying out policy sessions for meetings of state legislators, and writing, editing and proofing briefs and magazine articles for the state legislative audience.

Training & Networking Opportunities for Fellow:

The fellow will be trained on regular NCSL protocol and procedures and receive special training on tracking and analyzing state legislation. He/she will participate fully in all program training opportunities, including bi-weekly staff meetings. The fellow will participate in one to two meetings or seminars that includes state legislators and legislative staff.

Supervision of PIFP Fellow:

The fellow will be supervised by NCSL’s Education Group Director.

Qualifications Sought in Fellow:

Interest and inquisitiveness about improving education for all students; an understanding about the role of state policy in improving education; experience or appreciation of the role of legislation and state legislatures in education policy.

Skills/Experience Sought in Fellow:

- Activism
- Advocacy
- Campaigning
- Children’s issues
- Civil rights/social justice
- Coalition work
- Community/political organizing
- Criminal justice
- Customer service
- Data analysis
- Disabilities issues
- Diversity issues
- Domestic violence issues
- Economics
- Editing
- Education
- Environmental issues
- Finance/business
- Fundraising/development
- Government
- Healthcare/health sciences
- Human services
- Journalism/publications (print/online)
- Law
- Legislative process
- LGBTQ issues
- Lobbying
- Marketing/sales
- Performing/fine arts
- Policy:
  - Education
  - Environmental
  - Fiscal
  - Environmental
- Politics
- PR/communications
- Public speaking
- Qualitative research
- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
- TV-radio
- Volunteer management
- Other:
- Other:
- Other:
Event Planning  Legislative  Other: 

Technology Skills Required:  
- Excel  - Graphic design  - Social media  
- Power Point  - Database management  - Video/film production  
- Publisher  - Constant Contact  - Website design  

Certifications Required:  
- WFA  - WFR  - First Aid  - CPR  
- Other: 

Language Skills Required:  
- Spanish  - Other: 

About the Organization

Organization’s Website:  www.ncsl.org

Organization’s Mission and Goals (primary activities & projects):

**NCSL Mission Statement**

- To improve the quality and effectiveness of state legislatures.  
- To promote policy innovation and communication among state legislatures.  
- To ensure state legislatures a strong, cohesive voice in the federal system.

The National Conference of State Legislatures is the bipartisan organization that serves the legislators and staffs of all the states, commonwealths and territories. NCSL provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues and is an effective and respected advocate for the interests of the states in the American federal system. In short, NCSL offers states support, ideas, connections and a strong voice on Capitol Hill.

NCSL staff provide nonpartisan, unbiased and comprehensive information to help state legislators make more informed decisions on the full range of state policy issues, from agriculture to zoning. Information services include maintaining and updating a national information clearinghouse of resources; tracking state legislative activities on a variety of topics; monitoring federal actions that affect states; writing and publishing hundreds of reports, issue briefs, Web documents and a monthly magazine; conducting meetings and seminars for state legislators and legislative staff; responding to thousands of phone and email requests from constituents, the media, and others; and providing in-state testimony at legislative hearings when requested.

**Number of Staff:** 165 in both offices (Denver and D.C) / 130 in Denver
Organization’s Non-Discrimination Policy Statement:

**NCSL Policy Against Discrimination and Harassment**
NCSL strives to create and maintain a work environment in which all employees are treated with dignity and respect. NCSL's goal is to have a workplace that is free from illegal discrimination and harassment and which is in full compliance with all laws and regulations applicable to the organization. The law does not permit, nor will NCSL tolerate, illegal discrimination or harassment based on race, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, or any other characteristic protected by law. Appropriate disciplinary action will be taken against any employee who violates this policy, up to and including termination.

**Is there anything else a fellow should know about the organization?**

NCSL operates on a 35-hour work-week schedule, although working longer hours is common practice among NCSL staff. We are located in Lowry, in east Denver. Dress code is business casual.