### Fellowship Description

This information will be made available to all fellowship applicants. Please type or paste responses directly into boxes below. Boxes will expand to fit.

<table>
<thead>
<tr>
<th>Organization Name:</th>
<th>National Conference of State Legislatures: Communications Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (City/State):</td>
<td>Denver, CO</td>
</tr>
<tr>
<td>Organization’s Website:</td>
<td><a href="http://www.ncsl.org">www.ncsl.org</a></td>
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- [ ] Yearlong Fellowship (June 2016-May 2017)
- [x] Summer Fellowship (June-August 2016)

### Organization’s Mission and Goals (50 words or less):

**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.
Title of PIFP Fellow: Communications Fellow

Primary responsibilities of the PIFP fellow (please list, 100 words or less):
The Communications Division includes the publications, marketing, meetings and public affairs staff, who work with NCSL policy staff to produce publications, a monthly magazine, website materials, press releases, and webinars and meetings.

The Communications intern primarily will help produce State Legislatures, NCSL’s monthly magazine on state policy and politics, and promote and prepare for the Legislative Summit, NCSL’s big annual meeting (5,000+ attendees, 100+ sessions), which will be in Chicago in early August.

Specific work will include tracking state-level news stories; writing, editing and proofreading articles and meeting materials; brainstorming headlines and interviewing state lawmakers; and creating, tracking and updating spreadsheets on meeting logistics. The fellow may also be involved in updating the website; assisting with marketing projects; writing press releases; and helping with social media outreach.

Qualifications sought in the PIFP fellow (please list, 100 words or less):
The ideal candidate will have excellent skills in: the English language, customer service, research, writing and proofreading. The intern should also have great organizational skills; enjoy working on a team; be open to doing a variety of tasks; and have a good work ethic and a positive attitude.

Skills/Experience sought in the PIFP fellow:

- Activism
- Advocacy
- Campaigning
- Children’s issues
- Civil rights/social justice
- Event Planning
- Finance/business
- Fundraising/development
- Government
- Healthcare/health sciences
- Politics
- PR/communications
- Public speaking
- Qualitative research
- Quantitative research
Coalition work
Community/political organizing
Criminal justice
Customer service
Data analysis
Digital media
Disabilities issues
Diversity issues
Domestic violence issues
Economics
Editing
Education
Environmental issues

Human services
Journalism/publications (print/online)
Law
Legislative process
LGBTQ issues
Lobbying
Marketing/sales
Performing/fine arts

Policy:
Education
Environment
Fiscal
Health
Legislative
Other: ______________________

Technology Skills Required:

Excel
Power Point
Publisher
GIS

Graphic design
Database management
Constant Contact
Other:

Social media
Video/film production
Website design

Certifications Required:

WFA
WFR
First Aid
CPR

Other:

Language Skills Required:

Spanish
Other: ______________________