

# FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants.  
Please type or paste responses directly into boxes, which will expand to fit.

**Organization name:** **National Conference of State Legislatures:  
Communications Division**

**Location (city/state):** **Denver, Colorado**

**Organization's website:** [www.ncsl.org](http://www.ncsl.org)

**Yearlong Fellowship**  
(June 2018-May 2019)

**Summer Fellowship**  
(June-August 2018)

**Organization Mission/Goals (100 words or less):**

*May include a bulleted list of priorities or initiatives, in addition to mission statement.*

**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

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**Primary responsibilities of PIFP fellow (bulleted list; 100 words or less):**

The Communications Division includes the publications, marketing, and meetings staff, who work with NCSL policy staff to produce publications, a monthly magazine, website materials, and webinars and meetings.

The Communications Fellow primarily will help produce State Legislatures, NCSL's monthly magazine on state policy and politics. The fellow will also be asked to help the Conference prepare for the Legislative Summit, NCSL's big annual meeting (5,000+ attendees, 100+ sessions), which will be in Los Angeles in late July.

Specific work includes:

- Writing, editing and proofreading magazine articles, white papers, newsletters and meeting/marketing materials
- Brainstorming clever headlines, subheads and decks,
- Interviewing state lawmakers,
- Tracking state-level news stories, finding good quotes and obtaining photos,
- Creating, tracking and updating XCEL spreadsheets
- Assisting with creating and writing marketing projects, and
- Help with other needs as they arise.

**Qualifications sought in PIFP fellow (bulleted list; 50 words or less):**

Include **Required** and **Preferred** sections, if applicable.

The ideal candidate will:

- Be skilled in English, and have experience as a writer, editor and proofreader.
- Know how to go about writing an accurate, unbiased magazine story.
- Be a self-starter and independent worker, but also enjoy working with a team.
- Demonstrate great customer service and organizational skills.
- Be open to doing a variety of tasks.
- Have a good work ethic and a positive attitude.

**Areas of skill/experience/background required in PIFP fellow: (I made 2 categories—Required and Helpful)**

- Accessibility/disabilities
- Activism
- Advocacy
- Campaigning

- Event Planning
- Finance/business
- Fundraising/development
- Government

- Politics
- PR/communications
- Public speaking
- Qualitative research

- Children's issues
- Civil rights/social justice
- Coalition work
- Community/political organizing
- Criminal justice
- Customer service
- Data analysis
- Digital media
- Diversity/inclusion
- Domestic violence issues
- Economics
- Editing
- Education
- Environmental issues

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

- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
- TV/radio
- Volunteer management
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Policy:

- Education
- Environment
- Fiscal
- Health
- Legislative
- Other: \_\_\_\_\_

**Technology skills required in PIFP fellow: (I made 2 categories—Required and Helpful)**

- Adobe Creative Suite  
*(Acrobat, InDesign, PhotoShop)*
- Blog platforms  
*(WordPress, Blogger)*
- Database management  
*(Salesforce, GiftWorks, Wild Apricot)*
- Digital marketing/outreach  
*(Twitter, Instagram, Facebook, etc)*
- E-newsletter platforms  
*(MailChimp, Constant Contact, Vertical Response)*
- GIS

- Graphic design  
*(infographics, etc)*
- Microsoft Office Suite  
*(Word, Excel, PowerPoint)*
- Video/film production
- Website design/management  
*(WordPress, SquareSpace, etc)*
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Certifications Required:**

- WFA
- WFR
- First Aid
- CPR
- Other: \_\_\_\_\_

**Language Skills Required:**

- English
- Spanish
- Other: \_\_\_\_\_