



# 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:** Education Program, NCSL

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

**Organization's website:** www.ncsl.org/research/Education.aspx

**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.*

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. 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.

**Title of PIFP Fellow:** Education Program Fellow

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

Fellow will work closely with an Education Program Director to:

- Identify, track and synthesize state legislation and legislative activities related to specific education policies, and write summaries thereof.
- Update webpages with policy information.
- Respond to legislative requests for policy research drawing from a variety of resources (e.g., journals, scholarly databases, national organizations, government datasets, etc.),
- Assist with planning and carrying out policy sessions for meetings of state legislators and legislative staff.
- Assist other NCSL staff with writing, editing and proofing briefs and magazine articles for the state legislative audience.

Fellows may choose to focus on an education topic of her/his interest.

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

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

- Must possess:
  - Strong research and writing skills.
  - Strong interpersonal skills and sense of responsibility.
- Should possess
  - An interest and inquisitiveness about education policy.
  - Experience or appreciation of the role state legislatures play in shaping education policy.
  - Open-minded, bipartisan approach to education problems and issues.

**Areas of skill/experience/background required in PIFP fellow:**

<input type="checkbox"/> Accessibility/disabilities	<input type="checkbox"/> Event Planning	<input checked="" type="checkbox"/> Politics
<input type="checkbox"/> Activism	<input type="checkbox"/> Finance/business	<input type="checkbox"/> PR/communications
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Fundraising/development	<input checked="" type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input checked="" type="checkbox"/> Government	<input checked="" type="checkbox"/> Qualitative research
<input type="checkbox"/> Children's issues	<input type="checkbox"/> Healthcare/health sciences	<input checked="" type="checkbox"/> Quantitative research
<input type="checkbox"/> Civil rights/social justice	<input type="checkbox"/> Human services	<input type="checkbox"/> Reproductive rights/freedom
<input type="checkbox"/> Coalition work	<input type="checkbox"/> Journalism/publications (print/online)	<input checked="" type="checkbox"/> Social science research/methodology
<input type="checkbox"/> Community/political organizing	<input type="checkbox"/> Law	<input type="checkbox"/> Statistical analysis
<input type="checkbox"/> Criminal justice	<input checked="" type="checkbox"/> Legislative process	<input type="checkbox"/> TV/radio
<input type="checkbox"/> Customer service	<input type="checkbox"/> LGBTQ issues	<input type="checkbox"/> Volunteer management
<input type="checkbox"/> Data analysis	<input type="checkbox"/> Lobbying	Other: _____
<input type="checkbox"/> Digital media	<input type="checkbox"/> Marketing/sales	Other: _____
<input type="checkbox"/> Diversity/inclusion	<input type="checkbox"/> Performing/fine arts	Other: _____
<input type="checkbox"/> Domestic violence issues	Policy:	
<input type="checkbox"/> Economics	<input checked="" type="checkbox"/> Education	
<input type="checkbox"/> Editing	<input type="checkbox"/> Environment	
<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Fiscal	
<input type="checkbox"/> Environmental issues	<input type="checkbox"/> Health	
	<input checked="" type="checkbox"/> Legislative	
	<input type="checkbox"/> Other: _____	

**Technology skills required in PIFP fellow:**

<input type="checkbox"/> Adobe Creative Suite (Acrobat, InDesign, PhotoShop)	<input type="checkbox"/> Graphic design (infographics, etc)
<input type="checkbox"/> Blog platforms (WordPress, Blogger)	<input checked="" type="checkbox"/> Microsoft Office Suite (Word, Excel, PowerPoint)
<input type="checkbox"/> Database management (Salesforce, GiftWorks, Wild Apricot)	<input type="checkbox"/> Video/film production
<input type="checkbox"/> Digital marketing/outreach (Twitter, Instagram, Facebook, etc)	<input checked="" type="checkbox"/> Website design/management (WordPress, SquareSpace, etc)

E-newsletter platforms  
(MailChimp, Constant Contact, Vertical Response)

GIS

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**Certifications  
Required:**

WFA

WFR

First Aid

CPR

Other: \_\_\_\_\_

**Language Skills  
Required:**

English

Spanish

Other: \_\_\_\_\_