

Policy Intern

STATUS: NON-EXEMPT, SHORT-TERM, PART-TIME

Who We Are

Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

Who You Are

The ECS Policy Team seeks applicants for a summer internship. Under the direct supervision of ECS policy staff, interns will develop their skills in education policy as they support projects and contribute to ECS' work in meaningful ways. Interns will have the opportunity to work with seasoned policy professionals and learn about the latest developments in state education policy. Interns are not permanent employees of ECS.

Essential Duties and Responsibilities

1. Legislative tracking: Use ECS tools to track, classify and summarize state legislation.
2. Policy research: locate, correctly interpret, and accurately summarize state policies, legislation, statutes and administrative code. Identify state policies to serve as models for policymakers. Populate 50-state comparisons and policy databases. Respond to requests for information on a wide range of education policy issues.
3. Research analysis: Read and interpret education research and accurately synthesize key findings and policy recommendations for a non-academic audience.
4. Other policy research and analysis, as assigned.

Required Skills and Qualifications

- Bachelor's Degree and be a recent graduate or current student of a graduate-level university program in public policy.
- Demonstrated policy research skills:
 - Uses databases and other appropriate sources to locate and provide information relevant to state policy.
 - Locates, correctly interprets, and accurately summarizes state policies, legislation, statutes and administrative code.

- Checks multiple sources to collect complete and accurate information. Understands limitations of data sources and disregards those that are biased or of poor quality.
 - Develops awareness of key education policy issues and their importance to [ECS's constituents](#).
- Policy knowledge: Understands state legislative processes and education policy governance at a basic level.
- Writing and communication skills:
 - Translates research outcomes into concise, meaningful prose.
 - Uses clear and concise language relevant to the audience in oral and written communications.
 - Listens actively and asks questions when unsure.
- Initiative and self-motivation:
 - Works diligently and seeks help or input when needed.
 - Plans activities and carries them through effectively.
 - Embraces accountability for high-quality and timely results.
- Teamwork and collaboration:
 - Works cooperatively with others on the team.
 - Responds positively to requests for help and support.
- Technology: Proficient in Microsoft Office and Zoom.

Compensation

Education Commission of the States is a remote workplace across the U.S. We are looking for an intern located in Colorado, the District of Columbia, Illinois, Iowa, New Mexico, Tennessee, or Washington. The compensation for this short-term, part-time position is \$25/hour with a time commitment of 10-20 hours per week.

Applying for the Position

Please send a resume and cover letter e-mail to Nicole Goff, ngoff@ecs.org. Please include "Policy Intern" in the subject line.

All applications must be received by close of business Monday, June 3rd.

Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.