



# POLICY AND ADVOCACY INTERN JOB DESCRIPTION

## BASIC INFORMATION

**Job Title:** Policy and Advocacy Intern

**Travel Requirements:** Remote work only

**Status:** Part-time, **paid**, exempt

**Supervisor:** Senior Policy Officer

**Place of Performance:** Flexible (requires internet access)

**Direct Reports:** None

**Dates Required:** November 2020 - April 2021  
20hours/week

**Compensation:** \$20/hr.

## THE OPPORTUNITY – About Washington STEM

Join a team that is passionately committed to advancing economic opportunity by inspiring and preparing Washington youth for high-demand careers and lifelong learning through a focus on science, technology, engineering, and math (STEM) education. Washington STEM and its regional STEM Networks and community partners create solutions and change policies to bring the best STEM education to Washington students, especially students of color, females, and youth living in high-poverty and rural communities. Our goal is for every Washington youth to realize their full potential and thrive in our innovation-driven economy and society. Launched in 2011, Washington STEM has a track record of success, a highly engaged board of directors, and an entrepreneurial and results-driven spirit. Located in an innovation center just south of Puget Sound's thriving technology hub, our organization has a close-knit team of 19 in which we place a high priority on communication, collaboration, and fostering diversity, equity, and inclusion where each person is supported to thrive and have fun together. Washington STEM recognizes that historical and systemic inequity, especially institutional racism, is the root cause to problems we aim to solve. We acknowledge that it is impossible for us to fulfill our mission without creating an equitable and inclusive environment for our staff, partners, and people we serve. For more information about Washington STEM, please visit <http://www.washingtonstem.org/>.

## POSITION SUMMARY

The Policy and Advocacy Intern will support the policy and advocacy efforts of the organization resulting in supportive local, and state policies and investments in STEM education. The Policy and Advocacy Intern will assist tracking the progress of legislative priorities, maintaining the legislative database, track legislative champions, provide administrative support for policy calls and committee hearings, and support Washington STEM's advocacy Day planning and preparation. Some projects the intern will take part in may include our programmatic efforts.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Track progress of priority bills and support legislation.
- Maintain and update key policy and advocacy contacts.
- Track legislative champions and advocacy meetings.
- Attend policy calls and prepare a report out to be shared with the advocacy coalition.
- Monitor floor sessions and committee hearings related to policy agenda.
- Support annual Advocacy Day planning and preparation.
- Edit and format policy collateral.

## EDUCATION

- High school diploma or equivalent is required.

## QUALIFICATIONS AND EXPERIENCE

## Recommended

- Strong writing/editing skills.
- Strong communication skills since the team will work remotely during the COVID pandemic.
- Familiarity with the legislative process (or a desire to learn the process).
- Strong time and project management skills.
- Demonstrated ability of working in teams under deadlines.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Proficiency using diverse technology platforms, programs, and services, including Microsoft Office and online meeting tools, such as ZOOM.

## HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter.

Your cover letter should demonstrate:

1. Why you're interested in the position and organization;
2. Your involvement in projects that required teamwork, clear communication, and meeting deadlines;
3. Your familiarity with the legislative process; and
4. Your experience in advocacy or community organization.

Additionally, your cover letter should respond to these two questions:

1. What does it mean for you to have a commitment to diversity and equity?
2. How have you demonstrated that commitment and how would you see yourself demonstrating it at Washington STEM?

Please submit this information to Bish Paul, Ph.D. at [bish@washingtonstem.org](mailto:bish@washingtonstem.org). Applications will be accepted and reviewed until the position is filled. If the position is visible on our website, it remains open.