



# POLICY AND ADVOCACY INTERN

## JOB DESCRIPTION

**Job Title:** Policy and Advocacy Intern

**Reports to:** Director of Policy and Government Affairs

**Direct Reports:** None

**Job Classification:** Part-time, paid, non-exempt

**Job Location:** Hybrid in-office or remote; both require internet access. Residence in Washington state required.

**Schedule:** November 2025 – April 2026, up to 20 hours/week

**Compensation:** \$22.00/hour

## ABOUT US

Since 2011, Washington STEM has tackled the root causes of educational inequity and economic injustice so that learners in every corner of our state have what they need to become STEM-literate adults ready to step into in-demand, family-sustaining jobs. Based in Seattle, we are recognized statewide for our strengths in partnerships, data, and advocacy.

### Our Values

- Community
- Collaboration
- JEDI (Justice, Equity, Diversity, and Inclusion)
- Learning and Innovation
- Trust

To learn more about us, please visit [washingtonstem.org](https://www.washingtonstem.org)

## ABOUT THE POSITION

Washington STEM is hiring a Policy and Advocacy Intern to provide support on accomplishing our legislative priorities.).

As part of the Washington STEM Policy Team, the intern will report to the Director of Policy and Government Affairs and support three phases of the legislative cycle:

- Pre-session preparation (November–December 2025)
- Legislative session (January–March 2026)
- Post-session implementation (March–April 2026)

The Policy and Advocacy Intern will assist in drafting language for and researching various bill ideas, tracking the progress of legislative priorities, updating the legislative database, tracking legislative champions, providing administrative support for Washington STEM's Policy Team,



support Washington STEM's advocacy season planning and preparation, and lead in select advocacy events and efforts.

The following statements below are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not intended as a comprehensive list of all responsibilities, duties, and skills required of personnel so classified.

### Core Functions and Responsibilities:

- **Policy Research & Analysis**
  - Conduct research and provide legislative history for key policy issues.
  - Draft proposed bill language and policy briefs.
  - Track relevant state and federal policy developments and identify alignment opportunities.
  - Monitor floor sessions and committee hearings related to Washington STEM's policy agenda.
- **Advocacy & Legislative Tracking**
  - Track priority bills, budget proposals, and implementation efforts.
  - Maintain and update policy databases, including legislative champions and key contacts.
  - Prepare summaries from policy calls for the Washington STEM Advocacy Coalition.
  - Support planning and coordination for advocacy events and campaigns.
- **Administrative & Communications Support**
  - Format and edit policy materials and collateral for internal and external use.
  - Attend team meetings and provide administrative support to the Policy Team as needed.

### Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.
- If working a hybrid schedule and in the Washington STEM office, the ability to work in open office format. Washington STEM's office design is an open format and the noise level in the work environment is typically low to moderate.

## ABOUT YOU

### Position-Specific Qualifications and Experience

- Bachelor's Degree and/or current enrollment in undergraduate or graduate degree; degree in education, policy, law, or similar fields, preferred
- Strong ability to execute work with a justice, equity, diversity, equity, and inclusion (JEDI) lens
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and online meeting tools, such as Zoom and Teams
- Demonstrated experience working on cross-functional team projects



- Strong writing/editing skills
- Strong written, oral, and telecommunication skills
- Familiarity with the legislative process (or a desire to learn the process)
- Strong time and project management skills
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround

## HOW TO APPLY

To apply, please submit your resume and a cover letter to [josh@washingtonstem.org](mailto:josh@washingtonstem.org).

Your cover letter should demonstrate:

- Why you are interested in the position and organization;
- Your involvement in projects that required teamwork, clear communication, and meeting deadlines;
- Your familiarity with the legislative process, or, what and why you would like to learn about it; and
- Your experience in advocacy or community organizing (can be in personal or professional spheres).

Additionally, your cover letter should include a personal equity statement.

Washington STEM is a proud equal opportunity employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Washington STEM provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender identity, pregnancy, sexual orientation, marital status, familial status, disability, genetic information, protected veteran status, or other protected classes under the law in compliance with applicable federal, state and local law.

We are committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. Women, BIPOC, individuals with disabilities, LGBTQIA+, and candidates who represent the diversity and lived experiences of the communities with which we work with are strongly encouraged to apply.