



## PUBLIC POLICY DEVELOPMENT & LEGISLATIVE INTERN

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### Description

The Washington State Charter School Commission (Commission) is seeking interns interested in hands-on experience to gain knowledge of how public policies are created via one of Washington's newest and most innovative state agency. Minimum qualifications include strong research and writing skills, an ability to self-start and work independently on projects, solid team collaboration skills, excellent attention to detail and enthusiasm. Desired qualifications include prior experience with policy analysis and development, legislative page or assistant experience, and an active role in student government. The interns hired for these positions will be independent and have strong critical-thinking skills in order to integrate into our vibrant and passionate team.

### Responsibilities

- Track, research and analyze important legislation and policy issues at all levels of government.
- Assist in developing advocacy programs and strategies on major policy initiatives.
- Meet and interact with business and civic leaders, elected officials and community stakeholders.
- Attend public meetings and forums across Washington State
- Assist staff with policy briefings, lobbying trips and special events.
- Work with staff on other special projects, as needed.

### Requirements

Students applying for this internship must have strong research and writing skills, and should be majoring in Political Science, Public Policy, or Government. Only interns proficient with Microsoft Word and other Microsoft Office applications should apply.

### Majors

Political Science, Public Policy, Government, Communications, English, Education, Philosophy