Citizens League

Common ground. Common good.

POSITION ANNOUNCEMENT: Communication Intern

The Citizens League is seeking a part-time intern to support our communications efforts. This internship runs from January to June. It is unpaid, though college credit, work study, or other stipend can sometimes be arranged.

The successful candidate will have strong writing skills and be self-directed and able to work under deadlines with a varying schedule. Applicants with a strong interest in non-partisan public policy and citizen engagement are especially encouraged to apply.

About the Citizens League: The Citizens League, a member-based organization, builds civic imagination and capacity in Minnesota by identifying, framing and proposing solutions to public policy problems; developing civic leaders in all generations who can govern for the common good; and organizing the individual and institutional relationships necessary to achieve these goals.

PRIMARY RESPONSIBILITIES

Possible responsibilities include the following:

- *Minnesota Journal*: Approximately 15 hours per month will be spent on the *Minnesota Journal*.
    - Research and write summaries of policy innovations for "Take Note"
    - Interview members and write one to two profiles for each issue
    - Coordinate with *Journal* authors to collect author photos and other information as needed
    - Expand electronic mailing list with targeted contacts
- Legislative and media outreach
    - Update contact lists for government and news outlets
    - Draft occasional media and legislative advisories
    - Courier advisories to the Capitol
- Online content
    - Promote Citizens League events
    - Shoot and edit video of Citizens League members and partners for feature online
    - Help to compile Citizens League e-newsletter
    - Update content on Citizens League website
- Support the Citizens League communication committee: arrange logistics for committee meetings, coordinate with members, etc.

SKILLS AND EXPERIENCE

- Ability to work in an ideologically-diverse, non-partisan political environment with a wide variety of stakeholders and to effectively coordinate work with staff and volunteer.
- Strong writing and organizational skills.
- Experience and/or interest in public policy and civic engagement.
- Interest in and commitment to the mission and principles of the Citizens League.
- Proficiency in PC use, including software like Microsoft Office and online tools such as Facebook. Basic knowledge of HTML preferred.

WORK HOURS

- 15-20 hours per week with flexible scheduling. Workflow will depend on the publication schedule – expect the internship to be more intensive during weeks leading up to publication. Some evening and early morning hours may be required.

HOW TO APPLY

Interested candidates should send a cover letter, resume, and contact information for three references by January 12 to:

Citizens League
Attn: Annie Levenson-Falk, Policy Manager
alevensonfalk@citizensleague.org