



Common ground. Common good.

POSITION ANNOUNCEMENT: MN Idea Open Intern

The Citizens League is seeking a part-time intern to support its role in the MN Idea Open project. 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 organizational, note-taking, and writing skills and will demonstrate effective self-direction and the ability to coordinate a group. Applicants with a strong interest in non-partisan public policy, citizen engagement and online media are especially encouraged to apply.

About MN Idea Open: The Minnesota Community Foundation, recognizing the fact that the citizens of Minnesota hold the answers to many of our major policy challenges, organized MN Idea Open to facilitate grassroots problem solving. MN Idea Open will solicit proposals to address particular policy challenges – beginning with obesity – and, via a narrowing of submissions by judges and public voting, choose a winner who will receive funding and technical assistance to implement his or her proposal.

PRIMARY RESPONSIBILITIES

- Support MN Idea Open working team, judges, and Citizens League staff
 - Arrange meeting logistics; take and distribute meeting notes
 - Coordinate judging team as they identify judging criteria; compile submission rankings as submissions received
 - Theme-tag submissions as received
- Promote MN Idea Open
 - Recruit allies
 - Organize and assist with kickoff and local events; leverage existing events
 - Online communications
 - Organize and assist with celebratory events upon contest conclusion
- Prepare finalists
 - Work with finalists to gather information about their idea and tell their story to the community

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, volunteers, and outside partners.
- Strong organizational, writing, communication and note-taking 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.

WORK HOURS

- 15-20 hours a week with flexible scheduling. Some early morning and/or evening 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