



## Legislative Intern (Spring 2019)

Founded in 1985, Public Education Partners' (PEP) mission is to lead our community in acting collectively to support, strengthen, and advance public education and student achievement in Greenville County Schools.

To support PEP's advocacy work, PEP is hiring a **Legislative Intern** to join the Policy and Advocacy team for the 2019 legislative session (January – May). The Legislative Intern will provide research, outreach, and administrative support and will gain experience in developing and supporting a focused state and local legislative agenda.

This is a **paid** (\$10/hour), part-time (up to ten (10) hours per week) **temporary** position beginning immediately and lasting up to twenty-five (25) weeks.

### Duties include, but are not limited to:

- Observe, and on occasion attend, committee, subcommittee, and other meetings and prepare reports
- Conduct research and draft documents, reports, materials, and presentations
- Assist with data organization and management
- Conduct community outreach and assist staff in constituency building
- Track state legislation and assist with grassroots mobilization
- Provide administrative and programmatic support to PEP staff and program directors as needed

### Qualifications and Requirements

- Demonstrated interest in public policy, with preference given to candidates with education and/or South Carolina policy experience
- Excellent verbal and written communication and follow-up skills
- Superb time-management skills with the ability to manage multiple tasks while maintaining composure under demanding deadlines
- Comfortable presenting information to large, diverse groups
- Commitment to bipartisan advocacy and coalition-building
- Technological proficiency, including, but not limited to, experience with or willingness to learn Microsoft Office, G Suite, Slack, SoftEdge, eTapestry, and various social media platforms
- Ability to work collaboratively with a diverse, dynamic team is non-negotiable
- Curiosity, adaptability, and a sense of humor are a must
- Availability during non-traditional work hours, including some nights and weekends

**To apply:** Please submit your resume, cover letter, and three references to [lindsey@pepgc.org](mailto:lindsey@pepgc.org) no later than January 15, 2019.