

**Women in Government
Winter/Spring 2018
Paid Graduate Policy Fellow
Economic Stability & Opportunities (ESO) Program
State Exchange on Employment & Disability (SEED) Program**

Women In Government Foundation, Inc. is a national 501(c)(3), non-profit, non-partisan organization based in Washington, DC that provides women state legislators with leadership opportunities, networking, expert forums, and educational resources to address and resolve complex public policy issues.

Position Description:

The ESO/SEED Graduate Policy Fellow will work 80% of the time on program development and execution and 20% on other projects as directed. This ESO/SEED Policy Fellow position is part of the Policy Department and will report directly to the Executive Director.

Daily job duties and deliverables include:

- Policy research that focuses on state legislative tracking (ESO and SEED)
- Written and oral communication with legislators and other stakeholders (ESO and SEED)
- Coordinate production for monthly newsletter, including spotlight articles featuring a woman state legislator and other ESO-related policy topics
- Develop high impact legislative toolkit on childcare, education and jobs/employment (ESO)
- Develop a toolkit and assemble other resources with a focus on work readiness, stay-at-work/return-to-work policies and practices for target release of June 20th (SEED)
- Dissemination, social media marketing, and tracking analytics of ESO 'quickit', the SEED toolkit, and other policy materials
- Regular, internal program check-ins and written synopses that include legislative and other data that will be included in interim and year-end reports to the grantors
- Assistance in legislator recruitment for the ESO Task Force, the ESO in-person meeting, SEED standalone meeting, and other WIG events
- Other projects as directed by the Executive Director

Job Details:

- The position is for the late **Winter-Spring 2018** semesters (January - June) with the possibility of extension
- The position requires a time commitment of **15-19 hours per week**
- A competitive hourly stipend is **paid**
- Experience or degree in political science, economics or finance, with an interest in economic or social policy preferred
- Candidates must be enrolled in a graduate-level (JD, Master's, or PhD) program and have exceptional writing and computer skills, superb research knowledge, and willingness to work as a team member

To Apply:

Submit a resume, cover letter, and a short writing sample via email to mlague@womeningovernment.org.

Women In Government recognizes the value of a work force made up of highly skilled people from a variety of backgrounds.

****NO CALLS, PLEASE****