

PUBLIC FELLOWS PROGRAM

Job Title:	Legislative Policy Specialist
Organization:	National Conference of State Legislatures
Location:	Denver, CO
Stipend:	\$67,500 with health insurance for the fellow
Start Date:	September 1, 2017

ORGANIZATION DESCRIPTION

Founded in 1975, the National Conference of State Legislatures (NCSL) is the nation's bipartisan organization providing state legislators and legislative staff with support, ideas, connections, and a strong voice on Capitol Hill. All 7,383 legislators in the nation are NCSL constituents, as well as the estimated 25,000 legislative staff. NCSL promotes policy innovation in many subject areas, such as health, criminal justice, education, and elections, and communication among state legislators, and also provides institutional support. NCSL operates on a bipartisan basis and does not advocate for policy positions. More information can be found at www.ncsl.org.

POSITION DESCRIPTION

The Legislative Policy Specialist will work in NCSL's State Services Division, whose mission is to assist legislators and legislative staff with resources and support on a wide array of institutional issues such as staff management, fiscal management, legislator demographics, legislative operations, parliamentary procedure, legislative structures and management, and legislative history. Additionally, State Services assists state legislators with policy making with respect to elections, redistricting, the initiative and referendum process, campaign finance, and more. It does so through research about state laws and legislation, and federal action where warranted; communicates this research to NCSL's constituents; and promotes connections among legislators, legislative staff, and election officials.

With all projects, the goal for the Legislative Policy Specialist's work will be to extend NCSL's body of knowledge so it can be shared with, and used by, our constituents. At the core of the work for all NCSL staff is to be responsive to the needs of legislators, which can require discernment, research, synthesis, and a deft touch with the requestors.

The Legislative Policy Specialist will:

- manage a subject area portfolio, such as campaign finance, which involves developing subject area expertise, communicating with constituents, writing about the subject, and maintaining our webpages;
- develop an interactive web presence of comparative information for all states on topics such as names and contact information for leaders, session calendars, compensation, partisan control, legislative structures, term lengths, election schedule, etc.;
- develop a searchable database of election laws;

- collect statutory and legislative information on election policy or legislative topics and present this information in a succinct form for a legislative audience;
- write regularly for NCSL's magazine, *State Legislatures*; NCSL's blog; NCSL's elections newsletter; and NCSL's website, using a reader-focused style in each venue;
- provide oral presentations to NCSL staff, state legislators, legislative staff, election officials, and others as opportunities arise;
- develop effective relations with state legislators and legislative staff, respond to information requests from constituents in a professional and expeditious manner, and plan educational sessions for NCSL meetings and webinars;
- assist NCSL in providing election coverage and analysis to our constituents; and
- perform other responsibilities as needed.

The Legislative Policy Specialist will report to the Director of the Elections and Redistricting Program, a branch of the State Services Division, but will also work with other program directors on specific assignments as appropriate.

QUALIFICATIONS

The Legislative Policy Specialist works independently within established program specifications. Major work products are reviewed by more senior professionals or program managers/directors for quality, policy considerations, form, and substance. The position requires skills in research, analysis, communications, and program planning, with an expectation that these skills will develop through progressively more complex and more in-depth work. Minimal travel (one or two trips per year) will be expected. Given these conditions, applicants must have:

- PhD in the humanities or humanistic social sciences;
- Excellent writing skills to reach an everyday audience;
- Expertise in managing data, or an interest in developing it. NCSL does not work with "big data," but does work with data on multiple topics from a 50-state perspective;
- Interest in elections and legislative procedures;
- Ability to work effectively with other professionals at NCSL and in legislatures;
- Ability to work in a bipartisan manner on politically sensitive topics and maintain confidentiality; and
- Flexibility in adjusting to changing work priorities.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

This position is *only* available through the Mellon/ACLS Public Fellows program. You may *not* contact the host institution to inquire about this position.