



# EVERY TEXAN

Formerly Center for Public Policy Priorities

## Summer 2022

# Legislative and Policy Internship

### Organizational information:

At Every Texan (formerly Center for Public Policy Priorities) we envision a Texas where people of all backgrounds can contribute to and share in the prosperity of our state. Unfortunately, not all Texans can access the conditions they need to thrive. We believe one of the most effective ways to advance social justice is to strengthen public policy. We are deeply committed to policy solutions that advance racial, ethnic and gender equity, expanding opportunity for every Texan. You can learn more about our work at [www.everytexan.org](http://www.everytexan.org).

Every Texan is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices based on actual or perceived race, color, religion, national origin, sex, age, marital status, sexual orientations, gender identity or expression, pregnancy, childbirth or related medical conditions, veteran status, uniform service member status, disability, or any other characteristic protected by law. Women, people of color (including multilingual and multicultural individuals), LGBTQ+ persons, and people with disabilities are encouraged to apply. Every Texan is a unionized workplace.

### Overview of Legislative and Policy Team

The Legislative and Policy Team works with Every Texan's trusted experts to turn our detailed research and policy analysis into a comprehensive legislative and policy agenda to make Texas the best state for hard-working people and their families. You'll join a team of policy veterans and learn the ins and outs of policymaking in Texas.

### Internship Description

This paid internship is a unique opportunity to gain experience in legislative advocacy and strategy from the perspective of a multi-issue public policy organization. The Legislative & Policy Intern will work with the Legislative and Policy Director to advance Every Texan's policy objectives at the state, local, and federal levels. The ideal intern candidate is pro-active, energetic, flexible, and strategic. Applicants should have strong writing and research abilities, solid time management and organizational skills, and a passion for public policy.

The Legislative and Policy Intern should expect to do the following:

- Assist in developing long-term and short-term legislative advocacy strategy and implementation plans
- Maintain Every Texan's legislative calendar and help coordinate internal and external meetings, briefings, and events
- Support Every Texan's campaigns and projects on health care coverage, tax policy, and other issues as needed
- Provide general support for the Legislative and Policy Team and Every Texan policy staff
- Administrative support of Lege and Policy Director for lege and policy meetings including sending out reminders, keeping notes, and helping with follow-up and scheduling
- Assistance in drafting monthly Point of Orders including drafting and proofreading
- Legal research including updating Lege and Policy teams on relevant litigation related to our policy areas
- Capitol distribution of products as needed
- Additional policy and legal research as needed
- Attending various coalition meetings as schedule permits

The Legislative and Policy Intern will have the opportunity to work with, and learn from, Every Texan staff members who oversee various policy, development, and communications activities, and acquire an understanding of how a non-profit policy organization works. The intern may also have the opportunity to engage with Every Texan staff in support of their policy advocacy and research projects.

As Every Texan does not employ any dedicated clerical staff, interns (and policy staff alike) are expected to do their own clerical work and on occasion help out with team preparations for events, etc.

**Dates of Internship:** Summer internship program dates are May 25, 2022 through August 26, 2022. Actual start and end dates are flexible.

**Minimum Qualifications:**

- **Current student at a higher education institution.**
- **Be committed to social justice and racial equity.** You believe that improving outcomes for all Texans requires local and state policies that correct injustices and promote equity.
- **Candidates must demonstrate an interest in the legislative process,** advocacy strategy, and working collaboratively with diverse stakeholders with strong research, writing, and organizational skills.
- **Juggle a wide range of tasks across multiple projects.** You can multitask effectively.
- **Communicate clearly.** You are able to synthesize complex ideas into concise prose.
- **Strong Writer.** You enjoy conveying clear concepts in the written word.

**Bonus Qualifications (i.e., not required, but potentially useful):**

- Current or incoming J.D. candidate

**Salary:** Intern will be paid in accordance with Every Texan's normal payroll practices and will be subject to the usual, required withholding.

- \$15/hour for up to 20 hours per week

Interns are entitled to Every Texan's paid holidays if a holiday falls on a day they would otherwise have worked, and accrue sick leave based on hours worked. Interns are not entitled to any other employee benefits such as vacation leave, health and life insurance, and employer-sponsored pension.

**Employment Authorization:** Open to any students with employment authorization.

**Location:** Due to continued office closure due to COVID-19, this position is remote. However, you must be based in Texas to be considered.

**Please submit a cover letter, resume, and writing sample by April 22 to** [apply@everytexan.org](mailto:apply@everytexan.org). Please include "Legislative and Policy Internship" in the subject line. Applications will be reviewed on a rolling basis.

If you are applying to more than one of our open internship positions, please send one application email to the contacts for each position and indicate that in your cover letter. You will not be penalized or prioritized for applying to more than one position.

***Every Texan is an Equal Opportunity Employer.***