

## **Spring 2016 Legislative Communications Internship**

### **CPPP's Vision and Core Purpose:**

The Center for Public Policy Priorities (CPPP) believes in a Texas that offers everyone the chance to compete and succeed in life. We envision a Texas where everyone is healthy, well-educated, and financially secure. We are an independent public policy organization that uses data and analysis to advocate for solutions that enable Texans of all backgrounds to reach their full potential. Join us!

### **Internship Description**

This paid internship is a unique opportunity to gain experience in strategic public policy communications while the Texas Legislature is in session. The intern will work with the Communications Department to advance CPPP's policy objectives. The ideal intern candidate is pro-active, energetic, flexible and strategic. Applicants should have very strong writing or production abilities, solid time management and organizational skills, and a passion for public policy.

The Legislative Communications intern should expect to do many of the following:

- Attend hearings and briefings at the Texas Capitol
- Pitch stories to the news media
- Track traditional and social media coverage and analyze trends
- Co-produce video and other digital media (infographics, live video, etc.) for web and social media.
- Write and edit materials, including press releases, op-eds, reports, short scripts, and presentations
- Write, post and edit content for CPPP blogs and social media
- Manage lists of media contacts and influencers
- Assist in developing long-term and short-term communications strategy and implementation plans
- Attend hearings and other events
- Learn and use media relations databases like Meltwater and Salsa
- Collaborate with staff of all management levels and across issue areas on communications strategy and implementation
- Provide general support for the Communications Department
- Other necessary tasks as they arise

The Legislative Communications Intern will have the opportunity to work with, and learn from, CPPP 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 CPPP staff in support of their policy research projects.

As the Center 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 Center events, etc.

**Dates of Internship:** Spring internship program dates are January 2, 2017 through May 31, 2017. Actual start and end dates are flexible. Depending on funding, we may also have Summer 2017 internships.

**Minimum Qualifications:** Graduate or undergraduate students enrolled in school with demonstrated interest in the legislative process, communications strategy, and media relations with strong writing skills or production skills. Applicants should also be committed to social justice and racial equity, with a belief that improving outcomes for all Texans requires local and state policies that correct injustices and promote equity.

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

- Graduate Students - \$15/hour for either part-time (20 hrs/wk) or full-time (40 hrs/wk)
- Undergraduate Students - \$12/hour for either part-time (20 hrs/wk) or full-time (40 hrs/wk)

As a temporary employee, an intern is entitled to CPPP's paid holidays if a holiday falls on a day she/he would otherwise have worked. Interns are not entitled to any other employee benefits such as sick and vacation leave, health and life insurance, employer-sponsored pension, and cell phone reimbursements.

**Citizenship:** Open to international students with temporary employment authorization.

**Location:** Center for Public Policy Priorities, 7020 Easy Wind Dr., Ste. 200, Austin, TX 78752 (same building as Black Star Co-op, at the Crestview metro station).

**Please submit a one-page cover letter, resume, and contact information for two references by Friday, December 16<sup>th</sup> to Oliver Bernstein, Communications Director, [bernstein@cPPP.org](mailto:bernstein@cPPP.org).** Please include "Communications Internship" in the subject line.

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.

**The Center for Public Policy Priorities is an Equal Opportunity Employer.**