

Mellon/ACLS  
PUBLIC FELLOWS PROGRAM 

<b>Job Title:</b>	Legislative Policy Specialist
<b>Organization:</b>	National Conference of State Legislatures
<b>Location:</b>	Denver, CO
<b>Stipend and Benefits:</b>	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
<b>Start Date:</b>	August 1 or September 3, 2019

## ORGANIZATION DESCRIPTION

Founded in 1975, the National Conference of State Legislatures 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. Learn more at [www.ncsl.org](http://www.ncsl.org).

## POSITION DESCRIPTION

The Legislative Policy Specialist will work in NCSL's State Services Division. The Division's mission is to assist legislators and legislative staff with resources and support on a wide array of institutional issues such as staff and fiscal management. One program within the division focuses on policies relating to elections, redistricting, the initiative and referendum process, campaign finance, and more. As with all parts of NCSL, State Services strives to communicate with NCSL's constituents; and promotes connections among legislators, legislative staff, and election officials.

The Legislative Policy Specialist will extend NCSL's body of knowledge on campaign finance and campaigning. After a research phase, this new work will 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.

Key duties and responsibilities:

- Manage a portfolio of research relating to campaign finance and campaigning: develop subject area expertise, communicate with constituents, write about the portfolio topics for NCSL's blog, magazine, and other outlets, and maintain our web presence on the given subject;
- Collect statutory and legislative information on campaign finance and campaigning, or other legislative topics, and present this information in a succinct form for a legislative audience;
- Develop expertise on candidate qualifying procedures, also for dissemination;
- Write regularly for the nonacademic readers of NCSL's magazine, *State Legislatures*, NCSL's blog, NCSL's elections newsletter, and NCSL's website, using a nonacademic style;
- Provide oral presentations to NCSL staff, state legislators, legislative staff, election officials, and others, as opportunities arise;

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

- Develop effective relations with state legislators and legislative staff, and respond to information requests from constituents in a professional and expeditious manner;
- Plan educational sessions for NCSL meetings and webinars on campaign finance and other topics; and
- Assist NCSL in providing election coverage and analysis to our constituents.

## QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Excellent research and analysis skills;
- Ability to write for nonacademic audiences;
- Excellent ability to communicate verbally, both with colleagues and constituents on a one-on-one basis, and by providing presentations to internal and external audiences;
- Expertise in managing data, or an interest in developing it, in order to 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](http://www.acls.org/programs/publicfellows)
- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time