

LEGISLATIVE INTERNSHIP 2016



The Vermont Commission on Women is seeking legislative interns to assist with monitoring legislation of concern to women and families. The internship is located in Montpelier, Vermont and takes place during the 2016 legislative session (January – early May). Internships are unpaid, with a time commitment of approximately 8 – 10 hours per week. Interns must provide their own transportation to Montpelier.

INTERN RESPONSIBILITIES

Legislative interns support the VCW staff by helping to monitor legislation concerning women and families at the Vermont State House in Montpelier during the legislative session (January – early May). Legislative interns attend House and Senate committee meetings and floor debates, provide notes and updates to VCW staff, conduct research as appropriate, and assist with tracking the process of relevant bills.

The number of hours of the internship and the schedule may be negotiated based on the intern's availability, but will take place Tuesday – Friday, as the legislature does not meet on Mondays.

DESIRED SKILLS

- strong commitment to the principles of equity, justice, and empowerment for women, and the overall mission of the Vermont Commission on Women
- a strong desire to learn about public policy and the legislative process
- excellent written and spoken communication skills
- a high degree of professionalism in presentation and conduct
- mature judgment and a high capacity for self-direction and autonomy

ABOUT THE VERMONT COMMISSION ON WOMEN (VCW)

VCW is an independent state agency that works to advance rights and opportunities for women and girls in Vermont. In our work we:

- act as advisor and information source for legislative and executive branches and other policy makers on issues affecting women
- serve as an educational resource by conducting research, producing publications, and coordinating events
- bring together diverse groups and engage in partnerships to consider issues of interest to women and take action
- provide the most local and most appropriate information and referrals to the public on matters related to women and families

APPLICATION INSTRUCTIONS

To apply, email a cover letter and résumé to:

Cary Brown, Executive Director
Vermont Commission on Women
126 State St
Montpelier VT 05633
cary.brown@vermont.gov