



Policy and Communications Fellowship Summer 2024

About the League of Women Voters of Pennsylvania:

[The League of Women Voters of Pennsylvania](#) (LWVPA) is a nonpartisan, grassroots civic engagement organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. Membership in the League is open to people 16 years and older, of all gender identities. With 101 years of experience, the League is one of America's oldest and most trusted civic nonprofit organizations. We envision a democracy where every person has the desire, the right, the knowledge, and the confidence to participate in government.

About the Fellowship Experience:

LWVPA is pleased to offer a three- to four-month fellowship opportunity beginning in May 2024, with possibility for extension. A Fellow will come aboard at an exciting time for the League. We're heading into a busy election cycle, and LWVPA is well positioned to advance our democracy initiatives, taking on critical voting rights issues, as well as policy issues like gerrymandering, government responsiveness, education equality, and environmental justice, to name a few. Organizationally, we are witnessing a chapter of growth, and are seeking talented fellows to add to our capacity, and a policy and communications fellow will be key to helping us connect three key pillars of our work: policy advocacy, voter education, and member engagement.

This position will be remote. Fellows will commit to work approximately 15 hours/week for a minimum of 3 - 4 months, to be determined in cooperation with the Executive Director, and will be supervised by the Executive Director. For Fellows without access to institutional funding or school credit, LWVPA offers a modest stipend for the duration of the fellowship.

LWVPA Commitment to Equity:

LWVPA is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are central to the organization's current and future success in engaging all communities and policy makers in creating a more perfect democracy. LWVPA is committed to fostering the leadership and elevating the voices of women, young people, people of color, Native people, immigrants and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, young

parents, people who were formerly incarcerated and people living in the many intersections of these experiences. We encourage individuals from these communities to apply.

Position Expectations and Requirements:

The Policy and Communications fellowship is ideal for someone with a passion for state government and policy advocacy. Through this experience, a fellow will hone their writing and communications skills and be able to communicate important policy information to the public and members of the League across the state.

The Fellow will support the Executive Director and the Board of Directors on the following functions:

- Communicate voter services, policy, and organizational updates via social media, LWVPA's website, and the organizational newsletter
- Assist in League social media strategy creation and implementation
- Assist in writing press releases communicating LWVPA activities
- Support projects of LWVPA Board Policy Directors, including attending social policy, government policy, and environmental meetings and events
- Assist with the planning and implementation of programs essential to the operations of LWVPA, focusing specifically on communicating these programs across Pennsylvania
- Provide general administrative support as needed

The Policy and Communications Fellow should have the following skills:

- Passion for LWVPA's mission and a personal and professional commitment to equity
- Ability to work independently in a remote team environment
- Strong writing and communication skills
- Basic knowledge of Pennsylvania government and the legislative process
- Ability to analyze and summarize policy materials
- Experience with organizational use of social media
- Experience with SquareSpace is preferred, but not required.
- Experience with basic graphic design platforms like Canva is preferred, but not required.
- Language skills beyond English are preferred, but not required.

Application Process:

Please submit a resume, and cover letter to amy.widestrom@palwv.org by **Friday, April 19th**. Your cover letter should describe how your experience aligns with the expectations of this role. Applications will be reviewed on a rolling basis.