



Position Title:
State Policy & Legislative Session Intern

Agency:

Idaho Commission on Hispanic Affairs (ICHA)
11321 W. Chinden Blvd., Building #2, Boise, Idaho

Duration & Compensation:

- **Term:** 3 months (aligned with Idaho's legislative session or equivalent 12-week period)
- **Pay:** \$13.00 per hour
- **Estimated total compensation:** Approximately \$2,340 (based on 12 - 15 hours/week × 12 weeks × \$13/hr.)

Location & Work Arrangement:

- Based at the Idaho Commission on Hispanic Affairs Office in Boise
- During legislative session, interns may attend committee hearings or events at the State Capitol

Position Overview:

The State Policy & Legislative Session Intern will work alongside the Commission's policy team to support research, legislative tracking, and community engagement related to statewide policy issues impacting Idaho's Hispanic community. This internship provides direct exposure to the state's legislative process, agency collaboration, and public policy development.

Key Responsibilities:

- Conduct legislative and policy research on bills, resolutions, and agency initiatives
- Track state legislation related to education, workforce, health, and community affairs
- Draft policy briefs, bill summaries, fact sheets, and talking points for staff
- Attend legislative hearings, committee meetings, and stakeholder briefings
- Assist in preparing reports and updates for Commission leadership and partners
- Support communications related to office, legislative, or policy matters
- Perform administrative duties as assigned



Qualifications:

Required:

- Current undergraduate or graduate student (or recent graduate) in political science, public policy, public administration, law, or a related field
- Strong written and verbal communication skills
- Research and analytical abilities with attention to detail
- Proficiency with Microsoft Office Suite and online research tools
- Professional demeanor and commitment to confidentiality

Preferred:

- Knowledge of Idaho's legislative process or interest in state government
- Experience with policy writing, government relations, or communications

Learning Opportunities:

- Gain firsthand experience in Idaho's legislative process
- Attend legislative committee hearings and state policy briefings
- Network with state officials, policymakers, and community leaders
- Develop skills in policy research, legislative tracking, and government communication
- Receive mentorship and guidance from Commission staff

Schedule:

- Official office hours are 8:00 AM to 5:00 PM, Monday through Friday, during the 2026 legislative session
- Legislative session runs from January to March

Application Requirements:

Applications are accepted beginning in October each calendar year.

Recruitment announcement and application instructions will be posted on our website and social media.

Interested applicants should prepare:

1. Current resume outlining relevant coursework or experience
2. Official transcript
3. Cover letter describing interest in state policy and legislative work
4. Short writing sample (policy memo, academic paper, or report)
5. Two references (academic, professional, and/or personal)