

**Oklahoma Tobacco Settlement Endowment Trust  
Board of Directors**

**POSITION DESCRIPTION  
Policy and Legislative Intern**

**OVERVIEW**

The Oklahoma Tobacco Settlement Endowment Trust (TSET) is a state agency that serves as a partner and bridge builder for organizations working towards shaping a healthier future for all Oklahomans. TSET provides leadership at the intersections of health by working with local coalitions and initiatives across the state, by cultivating innovative and life-changing research, and by working across public and private sectors to develop, support, implement and evaluate creative strategies to take advantage of emerging opportunities to improve the public's health.

**TSET is a mission-driven organization that strives to prevent and reduce tobacco use and obesity in Oklahoma. TSET strives to be a healthy employer by creating a supportive environment that encourages employees to eat better, move more and be tobacco free.**

**JOB SUMMARY**

The Policy and Legislative Intern will be responsible for coordinating and analyzing policy and legislative related information that supports the strategic goals of TSET to change behavior and policy to reduce the leading cause of preventable death in Oklahoma and improve the health of Oklahomans. This intern position will assist the Policy Manager and work under the direction of the Director of Public Information and Government Affairs.

The intern will assist with tracking bills, committee hearings, and floor work of the state legislature, compiling reports, legislative correspondence, scheduling meetings and external stakeholder outreach.

**GOALS AND WORKER ACTIVITIES**

- Actively supports TSET's commitment to preventing cancer and cardiovascular disease in Oklahomans and creating healthier places for all Oklahomans to live, work, learn, and play.
- Researches and informs efforts to increase awareness of state and local policies that support TSET's strategic goals to prevent and reduce tobacco use and obesity to prevent the leading causes of preventable death in Oklahoma.
- Monitors and tracks legislation affecting the agency or its programs and helps the agency liaisons with the state legislature on issues of relevance to TSET.
- Updates state legislative tracking lists, monitors floor activities and committee hearings, maintains legislative meeting notes, schedules legislative meetings, assists with follow up to legislators after meetings, assists with presentations about legislative updates, drafts letters about grant awards to legislators.

- Helps to respond to correspondence or agency-related inquiries from government officials.
- Assists with policy research and talking points.
- Compiles and shares research and other data related to local, regional, and statewide efforts to support behavior change through evidence-based, best practice policy.
- Other duties as identified and assigned by the Director of Public Information and Government Affairs.

### **KNOWLEDGE/SKILLS & ABILITIES**

- Excellent teamwork and interpersonal skills, able to work independently as well as in collaboration with colleagues, partners, grantees, and stakeholders, professional demeanor.
- Robust work ethic and effective time management and organizational skills.
- Attention to detail and proficiency in notetaking and correspondence.
- Excellent writing and communication skills.

### **EDUCATION & EXPERIENCE**

The Policy and Legislative Intern should have a combination of education and experience necessary to fulfill the responsibilities and expectations contained in this position description.

- Currently obtaining or has received a bachelor's degree from an accredited institution of higher learning.
- Preference may be given to applicants with education and/or experience in policy research, political science, public relations or similar fields.

### **WORK ENVIRONMENT**

Applicants should be based in Oklahoma and be able to report to the TSET offices in Oklahoma City. Some remote work may be allowed at the discretion of the supervisor.

### **WAGE & HOURS**

- \$13/hour
- 10 hours/week, potentially increasing to 20 hours/week in April or May
- End date: July 31

### **Contact:**

Please sent cover letter and resume to Lauren Ford, TSET Policy Manager, at [LaurenF@tset.ok.gov](mailto:LaurenF@tset.ok.gov).