

# SDK Internships – Fall 2023

**SDK is driven by purpose.** Trust in the public sector is fractured, yet its role is more consequential than ever. The public sector is tasked with helping communities recover from a once-in-generations pandemic; creating equitable programs and systems that deploy unprecedented investments to reset infrastructure for the future and combat climate change; and imagining a future of public information and engagement for the post-truth era.

SDK supports public sector clients through these transitions by providing unmatched strategy, planning public engagement and communication services on a broad range of topics – from broadband and healthcare, to transportation and the environment. SDK is a growing firm looking to add three interns to our nimble team. Our work is grounded in our mission and values.

**Mission:** SDK helps shape the trusted, innovative public sector of the future through transparent processes, true engagement and clear communications

## Values:

**Lift Others.** Creating inclusive and welcoming teams and projects means highlighting the positive contributions around us. Lifting our partners and team members. Contributing to lifting the communities we help serve.

**Clarity is Kindness.** SDK is a strategy firm that draws on the tools of process design, communications and engagement. We bring clarity to complex issues and help public voices shape direction. We speak with honesty and sincerity, and we expect the same in return.

**Always Learning.** SDK supports and informs diverse policy topics and agencies. We're always bringing smart questions and fresh eyes to every client-engagement. We're always learning and loving it.

**Shine Bright.** When we make great contributions, we're excited and unafraid to share that work. We love to make our partnerships and collaborations shine and ensure everyone wins.

**Pace Setters.** At SDK, we work hard and we play hard.

**Simplicity With Substance.** Our work makes complex policy accessible, but we never talk down to people. We respect and value community knowledge and policy details, and our work thoughtfully bridges the two without getting cute or compromising quality.

## Are you the Intern we're looking for?

SDK is hiring **three Interns for the 2023-2024 school year** to play a critical role in our growing team. You might be a great fit if:

# SDK Internships – Fall 2023

- You are a person of impeccable integrity who earns trust and cares for relationships.
- You are a self-starter who sets the pace in any team.
- You are enthusiastic about the mission and make your best contributions sweating the tiniest details to help the team.
- You speak and write accessibly and clearly. You know great work is about the feelings we spark in others, not an exercise of ego.

## About the Role:

The Interns will provide critical support to the SDK Team on assigned projects. Specifically, the roles are:

**Transportation Engagement Intern (1).** Help bring diverse voices into shaping road project, policies and data. This role will focus on the following activities:

- Conducting outreach and community engagement, including tabling at events, and interacting with the public to gather input on client projects.
- Coordinating with event hosts and nonprofit partners to organize outreach opportunities.
- Managing invitations to transportation policy listening sessions and providing at-event support
- Providing progress updates and coordination with our survey partner.

**Public Health Policy Intern (1).** Contribute to understanding the health needs, priorities and social determinants of Minnesotans through engagement, research and editing. This role will focus on the following activities:

- Support invitations and orchestration of planned community listening sessions.
- Conduct online and document research on relevant health policy topics as requested.
- Review interview transcripts and highlight relevant quotes
- Draft or edit materials as assigned.

**Future Public Sector Intern (1).** Contribute to shaping the future of SDK and our work to support the public sector by helping us stay abreast of emerging opportunities and synthesizing our projects and successes in helpful, shareable ways.

- Collaborate with firm leadership to research and document emerging opportunities and topics relevant to SDK expertise, offer ideas and recommendations.
- Support creation of communication and thought leadership summaries.
- Collaborate with SDK staff on database management.

# SDK Internships – Fall 2023

## Must-Have Qualifications

- Naturally curious, able to ask questions, dig deeper.
- Enthusiastic – a can-do attitude, willingness to work hard and learn.
- Accountable, willing to take full responsibility for your work.
- Strong organizational skills, managing multiple competing deadlines with attention to detail.
- Minimum 2 years communications, outreach, organizing or other relevant experience.
- Commitment to contributing toward public trust through transparent, accessible and equitable processes – each day living the SDK mission and values.
- Excellent customer service and attention to relationship-building.
- Bachelor's degree in Communications, Political Science, Sociology, Public Health or other relevant subject area.

## Even Better If You Have:

- Conversational in a second language (Spanish, Somali or other)
- Strong experience in

## What You Can Expect From Us:

This is an excellent opportunity for someone new to public affairs to make a meaningful contribution on important, impactful work with exposure to diverse community partners and firm leadership. We offer:

- The opportunity to contribute to compelling projects and engage with diverse people.
- Competitive salary (\$20 - \$25 / hour, DOQ)

## Want to Apply?

Great! We're excited to hear from you. The positions will be open until Sept. 15, 2023, but interviews will begin immediately.

This position requires impeccable attention to detail. Please follow instructions exactly.

- Send an email to [Hello@SDKcommunications.com](mailto:Hello@SDKcommunications.com) with the subject "Intern"
- Include three items: Resume, an amazing writing or project sample, and links to relevant social media (e.g. LinkedIn, blogs, Twitter)
- In the body of the email provide a brief (5 sentence) statement about why you're primed to excel in this role from day 1.