***SDK is driven by purpose.*** 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 to four interns to our nimble team. Our work is grounded in our mission and values.

**Mission:** SDK helps create more connected, equitable and trusting communities through people-centered insights, true engagement and clear communication.

**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 to four Interns for Spring/Summer 2025** to play a critical role in our team.  You might be a great fit if:

* 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.

**About the Role:**

The Interns will provide critical support to the SDK Team on assigned projects. Focus areas include:

**Equity + Information Evaluations.** Help distribute surveys and code data to support evaluation of programs and policies aimed at building skills and wealth among women and Black, Indigenous and People of Color (BIPOC) individuals and business owners and build communications capacity in rural communities. 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 logistics.
	+ Guiding respondents through surveys and on-site engagement with respondents (must be respectful of all identities and perspectives, with a customer service orientation).

**Climate-Forward Materials Research.** Contribute to SDK’s support of policy initiatives shaping recycling and reuse of critical materials in various products that make clean energy, personal technology and more possible.

* + Conduct research as assigned into various aspects of client projects and topics such as climate change, critical materials, infrastructure, and public health
	+ Collaborate with SDK staff to ensure work of collaboratives and workshops is fully documented in SDK tech systems and with clients.
	+ Contribute to meeting notes, summaries, and resulting plans that further client goals.

**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.
* Minimum 2 years’ work experience. Restaurants, teaching assistantships and more are fine (doesn’t have to be in the field). We want to see you’re comfortable contributing to a team in a work environment; we know you’re here to learn about the field.
* Strong organizational skills, managing multiple competing deadlines with attention to detail.
* 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.
* (Even Better): Conversational in a second language (Spanish, Somali or other)
* (Even Better): Strong experience in community organizing & engagement

**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 February 28, 2025 but interviews will begin immediately.

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

* Send an email to Accounts@sdkstrategicservices.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.