

Land and Water Policy Intern

Deadline: January 14, 2022

Start Date: February, 2022

End Date: May, 2022

Compensation: \$1,200/month

Hours: 15-20 hours/week

Location: Remote, with option to work in the DC office

Summary: The National Caucus of Environmental Legislators (NCEL) seeks a highly motivated intern who is passionate about the environment to support our conservation program work. Our conservation team works on a variety of wildlife and habitat conservation issues and this intern will focus on topics related to land and water conservation, including connectivity and outdoor engagement. The intern will help track legislation, maintain databases, conduct legislative outreach, and plan events. This is a part-time position.

NCEL is a 501(c)(3) non-profit organization working with environmentally-committed state lawmakers to advance pro-environment initiatives in the states and defend against the rollback of environmental safeguards. The organization comprises a nationwide network of over 1,000 state legislators with membership in all 50 states and from both major parties. We conduct both issue-focused and regional projects, and our forums provide an opportunity for legislators to learn about emerging environmental issues and collaborate with their colleagues from other states. For more information, visit www.ncelenviro.org.

Responsibilities

- Track introduction and progress of state legislation related to land and water conservation, 30x30 policies, outdoor engagement, and water conservation.
- Research state, local, and federal policy approaches to key conservation issues and create relevant resources for the NCEL network.
- Contact legislators and staff to organize meetings and invite Caucus members to events.
- Collaborate with NCEL staff to identify and recruit presenters for state visits and meetings. (In-person meetings are tentative pending the outlook of the global COVID-19 pandemic).
- Develop and prepare event materials as necessary. Attend events as needed.
- Assist with travel logistics such as flights, hotels, catering and event space reservations (if applicable).
- Conduct issue-based research for state legislators.
- Update legislative profiles and other database management.
- Draft communications content, including emails, fact sheets and reports.

Qualifications:

- Must have experience in Microsoft Office suite products, Google applications, and basic database management.
- Strong written and verbal communication skills.

- Expressed commitment to and understanding of environmental justice principles, with a growth-oriented mindset.
- Experience planning and executing events.
- Ability to work independently and within a team setting is essential.
- Experience working with diverse stakeholders
- Interest or experience with conservation issues from a previous experience or coursework is preferred.

How to Apply:

Please submit a cover letter, resume, and three professional references as a single PDF detailing your qualifications to info@ncelenviro.or. Include “NCEL Conservation Intern 2022” in the subject line.

NCEL is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented, including but not limited to women and people of color. NCEL makes hiring decisions without regard to gender, race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class. NCEL does not lobby for or against any state or federal legislation.