Climate & Energy Intern

**Deadline:** Sunday, April 28th  
**Start Date:** June 1, 2024  
**End Date:** End of August 2024  
**Compensation:** $16/hour  
**Hours:** 20-25 hours/week  
**Location:** Remote w/ requirement to attend NCEL’s National Forum 7/31-8/3 in Louisville, KY

**Summary:** The National Caucus of Environmental Legislators (NCEL) seeks a highly motivated intern to join the team for three months to support our Climate & Energy program through the summer months. The intern will assist in legislative material creation, research projects, and event planning/ recruitment for multiple state legislator events. The ideal candidate for this position has strong policy analysis skills, is a self-starter who can work independently as well as in a team, and has a passion for climate and energy policy.

**About NCEL:** NCEL is a nationwide network of over 1,200 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. Learn more at www.nceleenviro.org.

**Responsibilities:**
- Assist in creating climate materials with updates from the 2024 legislative session.
- Support the team in planning in-person & virtual meetings for state legislators specifically in the Northwest, Southeast, and NCEL’s National Forum in Kentucky.
- Conduct outreach to potential recruit legislators to join the NCEL network.
- Help in constructing panels through speaker outreach, session design, and legislator engagement.
- Attend NCEL’s National Forum from July 28 - August 3 in Louisville, Kentucky.
- Write blog posts on key policy updates and recaps for virtual and in-person events.
- Conduct research on climate & energy policies as requested by legislators.

**Qualifications:**
- Strong writing skills and the ability to convey complex information in simple terms.
- A basic understanding of policy and the legislative process is a plus.
- Must have experience in Google applications and basic database management.
- Ability to work independently with strong time management skills.
- Interest or experience with climate and clean energy issues as well as event planning/outreach is preferred.

**How to Apply:**
Please submit a cover letter and resume as a single PDF detailing your qualifications to Sidra Aghababian at sidra@nceleenviro.org by 11:59 PM MT on April 28, 2024. Include “2024 NCEL SUMMER CLIMATE & ENERGY INTERN” in the subject line.