



NCEL

National Caucus of
Environmental Legislators

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.ncelenviro.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@ncelenviro.org by 11:59 PM MT on April 28, 2024. Include "2024 NCEL SUMMER CLIMATE & ENERGY INTERN" in the subject line.