



Political Internship Summer 2018

Contact: Carly Ferro, Associate Organizing Representative
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Mission: **Explore, Enjoy, Protect.** The Sierra Club is a volunteer-led environmental organization that focuses on protecting our wild places, confronting climate change, and getting people outside to enjoy the outdoors.

Overview: The political Intern will work with the Chapter Director and Political Committee Chair. They will work to track state political bills, organize volunteer engagement in the political process, and help develop strategies and talking points on issues for the next legislative session. The political Intern will learn and utilize basic community organizing techniques, including; public speaking, program research, analytical writing, holding effective meetings, advocacy, and media outreach. Other tasks, and research, to be completed as assigned.

Time Commitment: 3 credit hours (9 hours per week for 15 weeks)

Responsibilities:

- **Develop** a work plan and outreach calendar with the Chapter Director and Political Chair to plan events and campaign strategies from May to September
- **Research** campaign areas and issues including; air and water quality, public lands, energy efficiency, renewable energy incentives, and transportation.
- **Assist** the Chapter Director and Political Chair with creation of outreach materials, including; emails, online actions, petitions, resolutions, and fact sheets.
- **Organize** events and outreach opportunities to educate and recruit new members and volunteers.
- **Build & Maintain** current volunteer teams. Work with the Political Committee to build new capacity, as needed, and assist in the recruitment and engagement of volunteers for events.
- **Track & Analyze** political metrics. Use data to determine political and political goals to inform future recruitment initiatives.

Qualifications:

- Passion for the Sierra Club's mission and dedication to helping the organization grow
- Ability to commit to at least 9 hours per week, including some nights or weekends. Mandatory attendance at all Political Committee Meetings, twice per month on Thursday at 5:30 PM.
- Self-disciplined, determined problem solver
- Excellent written and verbal communication skills
- Experience with environmental policy or community organizing a plus
- Familiarity with Microsoft Office and Google Drive (Adobe Creative Suite a plus)
- Ability to engage and interact with many types of people in various settings

Application: Submit (1) resume, (2) a detailed cover letter, and (3) two references to Carly Ferro (Carly.Ferro@sierraclub.org) with the subject "Intern Application" no later than March 31st for consideration for the Summer 2018 Communications and Marketing Internship.