



Job Date: January 21st - May 31st 2019

Category: 99

Union: Non-Represented

FLSA: Non-exempt

Job Title: Political Internship

Department: Utah Chapter

Location: Salt Lake City, UT

Reports to: Ashley Soltysiak, Chapter Director

Duration: 15- 20 hours / week for 4 months

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. The Utah Chapter is located in Salt Lake City, UT dedicated to protecting life outside by safeguarding our watersheds, public health, public lands, and implementing strategies to clean up our airshed.

Scope: 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.

Job Activities:

- **Develop** a work plan and outreach calendar with the Chapter Director and Political Chair to plan events, and legislative and campaign strategies from January until May
- **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.

Knowledge & Skills:

- Passion for the Sierra Club's mission and dedication to helping the organization grow
- Ability to commit to at least 10 hours per week, including some nights or weekends. Mandatory attendance at all Political Committee Meetings, twice per month on Monday at 6:00 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

Compensation:

- Applicants should be eligible to receive school credit and a \$500 stipend will be offered

Apply:

- 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 January 5th for consideration for the Spring 2018 Political Internship

Sierra Club is a 501(c)(4) non-profit organization.

Sierra Club employees are not eligible to participate in the Federal Public Service Loan Forgiveness (PSLF) Program.

Sierra Club does not sponsor H1B visas.

The Sierra Club is an equal opportunity employer committed to workforce diversity.