



Political | Legislative Internship

Spring 2020

Contact: Carly Ferro, Associate Organizing Representative
Carly.Ferro@sierraclub.org
(801) 467-9294 ext. 100
Website: <http://utah.sierraclub.org/>

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. The primary responsibilities include helping to track and monitor state legislation impacting Utah's environment and organizing citizen lobby opportunities. 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 legislative and campaign strategies from September to December
- **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 the creation of outreach materials, including; emails, online actions, petitions, resolutions, and fact sheets.
- **Organize** weekly lobby days during the legislative session, help 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 identify best practices for engaging and informing the public.

Qualifications:

- 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

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 November 30th for consideration for the Spring 2020 Political Internship. This position will include a \$500 stipend and to be eligible you must be able to receive school credit.