

INTERNSHIP ANNOUNCEMENT
Utah Chapter Sierra Club
Intern Position Title: Legislative Analyst/Writer
Dates Needed: mid-January to mid-March 2015

Organizational Background

The Utah Chapter of the Sierra Club is a grassroots volunteer organization dedicated to protect and promote Utah's outdoors and natural landscapes, educate and advocate for the responsible preservation of clean air, water and habitats, and support the development of sustainable renewable energy.

We are part of the Sierra Club, a national organization, founded by legendary conservationist John Muir in 1892. The Sierra Club is now the nation's largest and most influential grassroots environmental organization--with more than two million members and supporters. Our successes range from protecting millions of acres of wilderness to helping pass the Clean Air Act, Clean Water Act, and Endangered Species Act. More recently, we've made history by leading the charge to move away from the dirty fossil fuels that cause climate disruption and toward a clean energy economy.

The chapter's legislative committee is actively involved with promoting pro-environmental bills and stopping bills that would weaken health standards and public lands protection. When the legislature is not in session we work with legislators to develop pro-environmental bills. As the legislative session gets under way in January or early February we usually hold a training session for club members and the general public to learn how the legislature works and how to support our agenda. We maintain an online bill tracker and distribute regular alerts to legislators as well as the general public during the session. After the session concludes we publish scorecards to show how each Utah representative and senator voted on critical environmental bills.

Internships Available

Legislative Analyst/Writer

Knowledge/ Skills/ Abilities

- Persuasive and descriptive writing skills
- Advanced analytical and logical skills
- Strong English grammar skills
- Minimum level of government/civics understanding
- Motivated to work alone and with co-workers
- Ability to read, understand and explain documents in English.
- Speak clearly, concisely and effectively
- Basic office skills including copy machine, Google Docs, spreadsheets, CMS software and internet

This position will assist the Utah Chapter lobbyist primarily to develop written communications about the Sierra Club's position on legislation during the 2015 General Session of the Utah Legislature. Among other duties you will:

- Analyze legislative summaries as well as bill language
- Continually scan legislative website and news sites for new bills or changes to existing bills
- Write summaries of bill intent and consequences, chapter positions on bills, and summarize legislative history
- Write or update entries for the chapter's *Green Sheets* distributed on Capitol Hill
- Help distribute the chapter's *Green Sheets* to representatives and senators
- Help organize the chapter's Green Lobby Night
- Be prepared to answer questions via e-mail or phone concerning chapter positions on bills
- Help maintain the chapter's on-line bill tracker
- Help prepare the 2015 legislative scorecards for distribution to the media and on the chapter's website.
- Prepare posts to social media accounts

Internship Details

This position is unpaid. However, the internship will provide excellent training for anyone considering a future in environmental organizing, analysis or communications. We request a minimum commitment of 10 hours a week, with up to 20 hours a week available. Scheduling is flexible.

To Apply

Send cover letter explaining your background, experience and why you are interested in our internship position, and a resume (if available) to mark.clemens@sierraclub.org, or Utah Chapter Sierra Club, ATTN: Mark Clemens, 423 W 800 S, Ste A103, Salt Lake City UT 84101. For more information about the Utah Chapter of Sierra Club, visit <http://utah.sierraclub.org/>.

Applications Are Due: 10 December 2014