



NCEL

National Caucus of
Environmental Legislators

Summer Outreach Intern

Keywords: environment, sustainability, events, equity, environmental justice, outreach, policy, non-profit, communications, administrative

Deadline: April 5th, 2019

Start Date: May 20th, 2019

End Date: August 30th, 2019

Compensation: \$1,000/month

Hours: 20-25 hours/week

Location: Washington, D.C.

Summary: The National Caucus of Environmental Legislators (NCEL) seeks a highly motivated intern who is passionate about the environment and interested in learning more about state-level policy to support the planning and execution of NCEL's National Forum, as well as assisting with program work. The Forum is NCEL's premier annual event, bringing together roughly 150 state legislators to collaborate on issues that include renewable energy, and land and wildlife conservation. This year's forum will also place a high priority on environmental justice, and applicants interested in that issue are especially encouraged to apply. The intern will help track legislation, maintain databases, conduct legislative outreach, and other related tasks. This is a part-time position of 20-25 hours per week that will start in May and end in August of 2019. Exact start and end dates are flexible based on semester schedule or other commitments.

NCEL is a 501(c)(3) non-profit organization working with environmentally-committed state lawmakers to advance pro-environment initiatives in the states and defend against the rollback of environmental safeguards. The organization comprises a nationwide network of over 1,000 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. Our National Forum will take place in Nashville from August 2nd thru 4th. For more information, visit www.ncel.net.

Responsibilities:

- Manage the forum registration process on an ongoing basis, including room and meal counts.
- Coordinate event logistics such as attendee flights, hotel reservations, and catering counts.
- Contact legislators and staff to invite Caucus members to the forum.
- Collaborate with NCEL staff to identify and confirm presenters for the national forum.
- Develop and prepare event materials and policy content as necessary.
- Update legislative profiles and other database management.
- Proofing communications content, including emails, fact sheets, and reports.
- Conducting issue-based research for state legislators.

Qualifications:

- Must have experience in Microsoft Office suite products such as Excel and Word, Google applications, and basic database management.
- Strong written and verbal communication skills.
- Experience engaging diverse constituencies.
- Experience planning and executing events.
- Ability to work independently and within a team setting is essential.
- Ability to work remotely and from a personal computer.
- Volunteer experience or familiarity with nonprofit organizations preferred.
- Must be available to work a minimum of 20 hours per week from late May 2019 through August 2019, and attend the forum in Nashville, TN from August 2nd thru 4th.

How to Apply:

Please complete the google form:

<https://goo.gl/forms/fjciTDqxUg9Pe5Qi1>

Attach your cover letter and resume as a single PDF detailing your qualifications.

If encountering technical difficulties please email your PDF to Ashley Kellner at akellner@ncel.net. Include "NCEL INTERN 2019" in the subject line.