



Legislative Internship

Conservation Colorado is seeking a part-time Legislative Intern to assist the Government Affairs Director and Policy Advocates during the 2019 Colorado legislative session and take the lead on special projects. Activities will include legislative and policy research, drafting letters and supportive materials, holding and planning meetings and events to support program and tracking of active legislation.

Position: Legislative Intern

Location: Denver, Colorado

Deadline for submission: Friday November 30th

Work Schedule: Roughly 15 hours per week. Approximately January 2019 to April 2019. Flexible.

Compensation: Paid – \$11.10 per hour

About Conservation Colorado

Conservation Colorado works to protect Colorado's environment and quality of life by mobilizing people and electing conservation-minded policy makers. We work closely with policy leaders, citizen activists, businesses and other allies, and have built a reputation as one of the leading conservation advocacy organizations in the region.

Conservation Colorado's work to protect and advocate for the environment reflects the organization's commitment to racial, social, and environmental justice. Engaging communities of color, among other key constituencies, for the environment is an organizational priority. Within the organization, we aim to create a workplace culture and policies and practices that demonstrate how we value equity and inclusion.

About The Becca Strelitz Internship Program

This position is part of the Becca Strelitz Internship Program. Becca lived a life full of love and passion; she was grounded in knowing who she was and what she wanted to do. She became involved with our former organization, Colorado Environmental Coalition, as an intern in 2011, and over time, became one of our best and brightest community organizers. In June, 2015 Becca passed away as the result of a motorcycle accident outside of Denver.

Becca was one of the kindest, most passionate people we have had the privilege to work with and she will be dearly missed by not just the board and staff of Conservation Colorado, but **by the many lives she touched in the conservation community** across the state. We are saddened by her passing, but are pleased that her memory can be honored by introducing new people to the causes she was so proud to fight for.

Primary Responsibilities

- Assist the Government Affairs Director and Policy Advocates with legislative and policy research.
- Track legislation online including bill language, committee assignments and scheduling, amendments to bill, and votes.

- Perform research on legislative concepts.
- Attend and/or listen in to committee and House and Senate floor discussion of bills.
- Draft talking points, fact sheets, and other materials.
- Draft letters in support or opposition of priority legislation
- Track progress and activity of active legislation.
- Assist team in holding and planning meetings and events to support program including note taking, RSVP outreach, event material preparations, etc.

Qualifications

The ideal candidate for this position has a strong interest in protecting Colorado's environment and quality of life, state legislation, and has a true desire to learn more about conservation policy and politics. Specific background requirements include:

- Superior communication skills, both on the phone and in person
- Demonstrable skills in persuasive writing
- Ability to manage short-term and long-term deadlines and work independently
- Strong analytical skills for data management
- Understanding of environmental policy and Colorado specific conservation issues is desirable

Compensation and Benefits

The Legislative Intern will earn \$11.10 per hour.

Additionally, letters of recommendation may also be provided upon request (and course credit when applicable). Intern will also gain direct experience working with seasoned and knowledgeable political and environmental professionals at one of Colorado's leading conservation organizations. In addition, Conservation Colorado is located in one of Denver's premier multi-tenant nonprofit centers, The Alliance Center, so opportunities for shared learning and dialogue between nonprofits abound. Intern will have the opportunity to network at political and environmental events throughout the course of the internship. Opportunities for full-time employment at Conservation Colorado do occasionally occur and interns are eligible to apply.

Special Job Requirements

Flexible work hours; some evening and weekend hours may occur.

We are committed to building a more diverse and inclusive organization and conservation movement to fully represent and engage all Coloradans and to build as powerful a movement as we can. Recruiting staff and volunteers that better reflect Colorado is a priority and we encourage applicants from all cultures, races, ethnicities, geographies, political affiliations, and all other identities represented in Colorado or protected by law.

How to Apply

Please send a cover letter, resume, and availability by Thursday November 30th to Hannah Fuhlendorf, Office Manager, with the subject line "Legislative Intern" to jobs@conservationco.org.

<https://conservationco.org/becca-strelitz-internship-program/>