



Legislative Intern

This is a remote position due to the COVID-19 pandemic

Application Deadline: November 29, 2020

For details, see: <https://conservationco.org/jobs-internships/>

This internship will take place from January through May 2021. It is a part-time position (10-15 hours per week), with flexibility to accommodate work and school schedules.

Compensation: \$15 per hour

The position focuses on supporting the work of Conservation Colorado, which is committed to protecting our climate, air, lands, water, and communities.

Primary Responsibilities

- Assist the Government Affairs Director and Policy Advocates with legislative & policy research
- Track progress and activity of active legislation
- Draft letters in support or opposition of priority legislation
- Draft talking points, fact sheets, and other materials
- Perform research on legislative concepts and complete special research projects as requested
- Attend and/or listen in to committee and House and Senate floor discussion of bills
- Plan, organize, and execute the annual legislative reception event in February
- Perform administrative tasks and duties as required and requested

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 requirements include:

- Meticulous and well organized
- Demonstrable skills in persuasive writing
- Interest in supporting environmental justice and developing anti-racism skills
- Ability to multi-task and manage short-term and long-term deadlines
- Strong analytical skills for data management

Preferred:

- Working knowledge of Google Apps and Microsoft Office
- Understanding of environmental policy and Colorado specific conservation issues

How To Apply

Please [fill out this short questionnaire](#) and send a cover letter and resume with the subject line "Legislative Intern" to Beau Kiklis at internships@conservationco.org by November 29th, 2020. Interviews will start after the application period has closed.