



Advocacy and Engagement Fall Internship

Riverkeeper is looking for a graduate student or an exceptionally qualified undergraduate junior or senior to assist the Advocacy and Engagement program with community outreach, public affairs, research, communications and administrative support. The intern will work closely with Riverkeeper's program team of scientists, communications team, advocates, and lawyers. Interns will gain firsthand experience in grassroots environmental campaigns at an internationally recognized environmental non-profit. We seek independent and motivated students with a commitment to environmental protection and an ability to handle diverse assignments. Strong research and writing skills and organized work habits are a must.

- **Training:** The intern should expect training and onboarding the first week of the internship followed by ongoing mentorship and supervision from one intern supervisor. The intern should also expect regular check-ins with their supervisor and the Advocacy & Engagement team. Intern will receive training and relevant written materials to become versed and comfortable about the range of Riverkeeper's campaigns, initiatives, and mission in addition to training for using the website, email, and text message platforms.
- **Commitment:** Starting September to December (dates flexible). Commitment of 15-35 hours a week.
- **Location:** Ossining, NY and/or Kingston, NY and occasionally remote throughout the Hudson Watershed.
- **Compensation:** Candidates must receive funding from their college/university/grant program or receive credit towards their degree.

Internship Duties

- Intern will work in the Riverkeeper office and develop an understanding about the Hudson River Estuary, pollution threats, environmental policies, and local governmental agencies;
- Assist in maintaining contact lists for public officials;
- Assist in tracking and drafting memos and testimony on budget priorities, legislation, and regulations
- A primarily responsibility will be to staff and assist organizing Riverkeeper's fall tabling program, including assembling materials, to advance membership and advocacy goals;
- Intern may also occasionally participate in hearings, meetings with government officials, trainings, investigations, and boat patrols;
- Develop campaign materials such as fact sheets, powerpoint presentations, and social media/email/text message platform communications;
- Assist in organizing and participate in advocacy events;
- Recruit new volunteers and members;



- Attend various meetings across the region with Riverkeeper staff or independently on behalf of Riverkeeper;
- Drafting blogs, letters to the editor and op-eds supporting Riverkeeper's campaigns.

Qualifications

- Available on a regular schedule for at least 2-3 months for 15-35 hours per week;
- Comfortable in an office setting working with computers, websites, online databases, and complex research topics;
- Familiarity with google drive software such as Google sheets and docs;
- Resourceful, self starter, excellent problem solver;
- Online research experience;
- Experience with wordpress, email platforms (like mailchimp) and HTML is a plus;
- Enthusiasm for the Riverkeeper mission and for helping the Advocacy and Engagement team reach its annual goals;
- Requires some availability beyond regular office hours for events on evenings and weekends;
- Bilingual/multilingual is a plus but not a requirement (indicate on application).

Requirements

- Access to a vehicle for attending outreach/tabling events on semi-regular nights and weekends
- Ability and willingness for travel throughout NYC/Hudson Valley

How to Apply

There is a rolling application and the position will remain open until filled. Interested applicants should send a cover letter and resume to: Robin Meadows, Chief Financial and Operating Officer via email at humanresources@riverkeeper.org. Please write "Fall 2018 Advocacy & Engagement Internship Application" in the subject line.

Riverkeeper is an equal opportunity employer and provides opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, and military status.