



## Legislative Research Internship - Spring 2020

Riverkeeper is looking for a high school junior/senior or undergraduate to join our team during the remainder of the 2020 New York State legislative session, which runs through June 3rd. The Legislative Research Intern would partner with the Legislative Advocacy Manager and Legislative Advocacy Intern on research, communications, and administrative support. The intern will work closely with Riverkeeper's program team of scientists, advocates, and lawyers. The intern will gain firsthand experience in legislative advocacy at an internationally recognized environmental non-profit.

We seek independent and motivated students with the ability to handle diverse assignments. Strong research, 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 the Legislative Advocacy Manager, Legislative Advocacy Intern, and Director of Advocacy and Engagement. The intern should also expect regular check-ins with their supervisors and the Advocacy & Engagement team. The intern will receive training and relevant written materials to become well versed and comfortable about the range of Riverkeeper's campaigns, initiatives, and mission.
- **Commitment:** Current - June 2020 with an opportunity to extend over the summer. A commitment of 10-15 hours per week.
- **Location:** The intern will work primarily in Ossining, NY, at Riverkeeper's headquarters, with opportunities to travel to Albany, and the occasional option for working remotely.
- **Compensation:** Unpaid internship

### Internship Duties

- Scheduling meetings with elected officials and their staff for Riverkeeper's legislative team
- Assist in reviewing, analyzing, and tracking state and federal legislation and law
- Research for the purpose of drafting memos, blogs, op-eds, letters to the editor, and testimony on budget priorities and legislative priorities
- Assist in the distribution of memos and factsheets to public officials and their staff
- Monitoring state committee meeting schedules and agendas
- Staff and assist Riverkeeper's tabling and Riverkeeper sweep program as needed
- Assist in organizing and participating in advocacy events
- Draft blogs, letters to the editor, and op-eds supporting Riverkeeper's campaigns

### Qualifications

- High school junior or senior; university undergraduate
- Comfortable working with computers, websites, and search engines
- Must be comfortable with frequently using the phone and engaging in professional conversations
- Resourceful, self-starter, excellent problem solver

**How to Apply**

Applications will be accepted on a rolling basis. Interested applicants should send a brief cover letter and resume to: Robin Meadows, Chief Financial and Operating Officer via email at [humanresources@riverkeeper.org](mailto:humanresources@riverkeeper.org). Please write "Legislative Research 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.