



# Citizens' Climate Lobby

**POSITION TITLE:** Government Affairs Intern

## **ABOUT CCL**

Citizens' Climate Lobby (CCL) is a nonprofit, nonpartisan, grassroots organization focused on national policies to address climate change. Our organization is volunteer based and organized by congressional districts. CCL staff train and support volunteers to build relationships with elected officials and the media to empower their own local communities, generate the political will for fair, effective climate solutions in line with science and political viability. CCL prides itself in its unique approach to educating elected officials on climate action, particularly bipartisan action. We aim to build upon shared values rather than partisan divides and empower our supporters to work in keeping with the concerns of their local communities. This is how we work towards the adoption of fair, effective, and sustainable climate change solutions. For more information about Citizens' Climate Lobby, visit our website at [www.citizensclimatelobby.org](http://www.citizensclimatelobby.org).

*CCL is committed to creating a diverse environment and is proud to be an equal opportunity organization. All qualified applicants will receive consideration for this internship position without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or veteran status.*

## **BENEFITS**

This is an unpaid internship with no employee benefits. Interns at staff locations are supervised and trained by CCL/CCE staff. We do not suggest relocating for this internship and we do not provide any housing or relocation assistance. Interns receive:

- Free registration to the Citizens' Climate International Conference
- Priority consideration for CCL's fellowships and scholarships.
- Academic credit can be considered in consultation with the intern's academic advisor.

## **POSITION REPORTS TO**

Mindy Ahler, CCL Congressional Liaison Program Manager

## **SCHEDULE/TIME COMMITMENT**

Interns will complete 8-10 hours per week for one semester or 4 months. Some work will be completed asynchronously and some completed together under weekly supervision online (specific hours are negotiable).

Specific start and end dates to be negotiated at time of selection.

Summer	May 5-Sept 26
Fall	Aug 25-Jan 23
Spring	Jan 5-May 26

## **LOCATION**

The job will be performed remotely online (off-site applicants with strong internet connection and work ethic).

## **RESPONSIBILITIES**

- Learn CCL advocacy methodologies; participate in twice-monthly volunteer liaison calls
- Learn to coach volunteers via phone and email who schedule meetings with Members of Congress
- Assist with scheduling meetings with members of Congress
- Work collaboratively with other interns and Congressional Liaison Program Manager
- Assist with email responses to volunteer liaison questions
- Assist with volunteer training, training materials and onboarding new liaisons
- Research and writing projects related to advocacy, policy, economics, science, and government
- Writing and editing materials for communications with Congress and volunteer liaisons
- Sit in on and take notes for meetings and briefings on Capitol Hill and across Washington, D.C. (virtually)
- Office duties such as data entry, phone calls, and email communications

## **WHO WE'RE LOOKING FOR**

- Applicants must be 18 years of age or older and a currently enrolled student or recent grad (within one year of graduation at the beginning of their internship term)
- Excellent oral and written communication skills with attention to details and timeliness
- Phone skills to include upbeat tone and active listening abilities
- Excellent writing and communication skills, with a sharp attention to detail
- Demonstrated leader with a passion for environmental advocacy, government or politics
- Positive upbeat attitude and ability to work with others on teams in a non-partisan way
- Ability to work collaboratively and meet deadlines with clear and consistent communication
- An independent self starter who is able to devise the steps necessary to accomplish a given goal
- Strong organizational skills, advance planning ability and attention to details
- Proficient in Microsoft Office, Google suite, email, social media