



POSITION TITLE: Education & Engagement Intern

ABOUT CCL: Citizens' Climate Lobby (CCL) is a non-profit, non-partisan, 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 empowering 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.

BENEFITS

- This is an unpaid internship with no employee benefits. 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.

INTERN POSITION REPORTS TO: CCL Education & Engagement Senior Director, Brett Cease

LOCATION: online (off-site applicants with strong internet connection and work ethic)

PAYMENT: unpaid

SCHEDULE/TIME COMMITMENT: Interns will complete 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).

RESPONSIBILITIES:

- Write regular outlines and Google slide designs for CCL webinars ([see Training Topics](#))
- Respond to emerging volunteer questions

- Generate content for CCL Community, CCL's volunteer learning portal, and handle elements of its management
- Research and pitch training ideas
- Learn CCL advocacy methodologies; participate in monthly conference calls
- Attend and staff a CCL national conference in Washington, D.C. (spring interns will participate in the June conference, fall interns will participate in the November conference)
- Attend occasional district meetings with congressional offices

REQUIREMENTS:

- Excellent writing and communication skills, with a sharp attention to detail
- Demonstrated background in creative design projects
- Ability to work collaboratively and meet deadlines
- Proficient in Microsoft Word, iMovie and Google Slides/Docs (familiarity with Wordpress, creative commons tools, and Adobe products are a plus)
- Interest in environmental advocacy, government or politics
- Applicants must be 18 years of age or older

TO APPLY:

Please apply by filling out this [Google Form](#). Deadline for Spring 2023 is October 1st.

We strongly suggest you register to join our Live Informational Session and Q & A before applying. The session will introduce our organization, what we do, and why your contribution matters! Keep in mind the session is not geared towards interns, but will give potential interns a better idea of what their duties and goals would be. The Informational Session is scheduled for every Wednesday night at 5:00 PM Pacific, 8:00 PM Eastern. To register go to:

<https://citizensclimatelobby.org/join-weekly-intro-call/>

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.