

POSITION TITLE: Communications 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 and 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 adopting fair, effective, and sustainable climate change solutions. For more information about Citizens' Climate Lobby, visit our website at 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 fellowship 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

Charlotte Ward, CCL Communications and Media Manager. May collaborate with other members of the communications team, as specified

SCHEDULE/TIME COMMITMENT

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

LOCATION

The job will be performed remotely online (off-site applicants with strong internet connection and work ethic) and is open to all applicants in U.S. time zones.

RESPONSIBILITIES

- Review logs of volunteer media reports in CCL's Action Tracker for
 - Completeness
 - CCL-appropriate content
 - CCL-appropriate tone
- Help staff prepare for and conduct media training for volunteers, including
 - Researching local media opportunities
 - Providing chat support during online Zoom training sessions
 - Logging trainee attendees in CCL's Action Tracker
- Write blog posts, newsletter content and opinion content to be submitted to local newspapers
- Assisting with social media management
- Other tasks as assigned, according to the intern's skills and interests

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 writing and communication skills, with a sharp attention to detail
- Ability to work collaboratively and meet deadlines
- Familiarity with or willingness to learn Salesforce, Google Docs, Wordpress
- Interest in environmental advocacy, media, government or politics

TO APPLY:

Please apply by filling out this [Google Form](#).

Your application must include the following:

- Cover letter, including your general availability for the internship (spring semester, fall semester, summer, etc.)
- Resume
- 1-2 writing samples (published pieces or school assignments welcome)

We strongly suggest that you attend 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/>

To improve your application, please be sure to note in your cover letter how your skills will suit this role and, in particular, any prior experience that may have prepared you to take on this responsibility.