

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Summer Internship Sierra Club**

The Summer Internship Program at the Sierra Club's Oregon Chapter is designed to expose high school and college students to the day-to-day operations of a premier non-profit environmental advocacy organization. Depending on a student's abilities and area(s) of interest, Sierra Club staff will work with qualified applicants to design a meaningful internship program that provides work experience and builds skills in a range of areas including community organizing, policy and advocacy, communication strategies, volunteer engagement, and organizational development. About the Sierra Club Named "the most influential environmental organization" in an Aspen Institute poll, the Sierra Club gives the public the information and the means to make their voices heard. As the world's oldest and largest grassroots environmental organization, the Club's 750,000 members in 65 chapters and over 400 local groups nationwide possess the unique ability to empower people and influence public policy through community activism, public education, outreach and litigation. The Sierra Club's Oregon Chapter represents the organization's 20,000 members in Oregon and has worked to protect Oregon's environment and natural resources since 1978. Today, the Sierra Club employs eight staff in Oregon who work with volunteer leaders to advance the chapter's conservation priorities. Current priority conservation efforts of the Oregon Chapter include protecting Oregon's wild forests, Protecting Oregon's high desert, stopping irresponsible liquefied natural gas pipelines and terminals, and promoting clean energy solutions. Additionally, the Sierra Club maintains a professional presence at the state capitol and is active in efforts to influence legislative and administrative decisions that impact Oregon's environment. The Oregon Chapter also conducts a wide array of activities that engage members and the general public in efforts to explore, enjoy and protect our shared environment; including outdoor hikes, service activities, community forums, and research efforts.

**AVAILABILITY:** Up to 3 Summer Internship Positions

**SALARY:** Unpaid. In exchange for a summer of service, the Oregon Sierra Club Chapter will fund students to attend SPROG (Summer Program).

**COMMITMENT:** Minimum 20 hours/week for 8 to 12 weeks. Preference will be given to applicants committing to a 37.5 hour work week for a 10-12 week period.

**DEADLINE:** Rolling deadline. Applications will be reviewed beginning March 15, 2009, interviews will be conducted with selected applicants, and positions will remain open until filled. \* SPROG is a nationally-recognized week-long summer training program. Run by the Sierra Student Coalition (the student branch of the Sierra Club), SPROG offers trainings to high school and college students in an outdoor setting on grassroots organizing and leadership skills. For more information: <http://www.ssc.org/trainings/> Responsibilities The following are examples of the types of responsibilities that an intern's work might include depending on the applicants skills, experience and interests: \* Research and write, articles, letters, reports and/or fact sheets related to the Oregon Chapter's conservation priorities and advocacy work \* Assist in drafting and submitting comments to federal, state, or local agencies concerning projects and proposals that impact Oregon's environment and natural resources. \* Assist in lobbying activities and monitoring policy making at the state capitol and/or administrative bodies. \* Plan and implement public outreach events such as a press conference, public rally, or house party; engage and recruit volunteer attendance at important community meetings or public hearings. \* Draft web content, action alerts, and news releases. \* Attend SPROG

**Qualifications:** The preferred candidate will possess the following traits and qualifications: \* High-energy, creative, and detail-oriented team players who are able to work independently as needed. \* Superior oral and written communications skills. \* Excellent interpersonal skills. Ability to listen well. \* Self-starter. Strong initiative and ability to work with minimum supervision. \* Ability to prioritize and manage multiple tasks successfully. \* Computer literate: proficiency in Word, Excel, and internet search engines. \* Passion for protecting Oregon's environment and natural resources.