



Adirondack Policy Fellowship

The Adirondack Policy Fellowship is a rare and exciting opportunity for an up-and-coming conservation advocate who seeks the opportunity to work at the Adirondack Park's largest and most successful environmental advocacy group. In this two year position, the Adirondack Policy Fellow will delve deeply into the workings of the New York State Legislature and United States Congress, learning how to advance complex policies and build and sustain robust and targeted funding streams for water, wildlife and communities in the Adirondack Park, the largest Park in the contiguous United States. The Adirondack Policy Fellow will support the Director of Government Relations in advancing the strategic objectives of the Adirondack Council's Government Relations program through regular policy monitoring/analysis and written and verbal communications, while simultaneously working with the whole Council staff to foster increased Adirondack Council member engagement in actions that will move government to positively impact the Adirondacks. This is expected to be a two year fellowship, but could be extended.

Scope of Work:

- Monitor and analyze legislation and proposed regulatory changes in coordination with the Director of Government Relations. Write memos, letters and emails that communicate in a clear, strategic and influential manner to fellow staff, fellow stakeholders and public officials as needed.
- Communicate Adirondack Council objectives in a clear, strategic, courteous, and enthusiastic manner by e-mail, phone and in-person.
- Support the Adirondack Council's Albany office with daily office duties, scheduling meetings and performing research/analysis as needed.
- Lobby local, state and federal policymakers to act in the best interests of the Adirondack Park.
- Supervise the Clarence Petty Legislative Intern in coordination with the Director of Government Relations. The internship typically takes place between November and July.
- Foster increased member engagement in non-partisan political actions in partnership with the Member, Development and Marketing/Communications staff to help advance Council priorities across the state and the nation. Ambassadors may include donors, business leaders, college students, and active/engaged members.
- Other duties as assigned.

Qualifications:

- Must have a passion for the Adirondack Park and interest in civic action, political advocacy and public education
- 1-3 years or more experience in advocacy or government relations work.
- Outgoing, energetic, cheerful, "people" person able to successfully manage government and member networks and effectively collaborate with colleagues.
- Self-directed, detail oriented and organized person able to take direction and manage multiple projects simultaneously with grace and enthusiasm. Applicant should thrive in a fast-paced environment.
- Excellent verbal and written communication/interpersonal skills are essential.
- Experience with Microsoft Word, Excel, PowerPoint, and Outlook. Familiarity with action alert or bill tracking software is a bonus but not required.
- Ability to travel; must have the use of a reliable automobile, possess a valid driver's license and be willing to use all forms of public transit.
- Ability to work long hours in a fast-paced environment, moving around the NYS Capitol and Legislative Office Building.
- Willingness and ability to work flexible schedules, including early mornings, late evenings and weekends.