



Clarence Petty Legislative Internship Position Description

The Adirondack Council is searching for a post-graduate applicant seeking a paid full-time legislative internship in the Adirondack Council's Albany office starting December 7th, 2020 and concluding June 25th, 2021. The goals for the Adirondack Council Clarence Petty Legislative Intern include helping advance the Council mission, vision, values and government relations priorities while serving the state's largest environmental advocacy organization dedicated to the protection of the Adirondack Park. The intern will provide Government Relations and Communications support in a fully integrated staff position, performing a wide spectrum of duties that advance the Adirondack Council's program plan. Tasks will include everything from routine day-to-day administrative activities to regular legislative correspondence to in-depth research. The Adirondack Council sponsors interns to help develop the next generation of environmental conservation professionals. We are committed to building a diverse staff and strongly encourage applications from candidates of all backgrounds. **Interested applicants must submit a resume and writing sample no later than 5:00 pm on Wednesday, October 21, 2020 to: cmarvell@adirondackcouncil.org. Additionally, applicants must complete the following survey found here <https://www.surveymonkey.com/r/GPMZKHM>**

Covid-19

Due to Covid-19, The Adirondack Council team is currently working remotely to continue to advocate for the Adirondack Park. We are slowly returning to our offices and will be fully open again when it is safe for staff, families, partners and community to do so. As our Covid-19 office protocols continue to evolve, the Clarence Petty Legislative Internship may be held remotely or only consist of part-time attendance in the office. In doing so, the Adirondack Council will do its best to make reasonable accommodations to ensure interns have appropriate assistance in achieving a successful internship.

Typical responsibilities may include, but are not limited to:

- Tracking all legislation pertaining to the Adirondack Council's mission/ vision using the NYS Legislative Retrieval System (training will be provided at the beginning of the internship)
 - Track all relevant legislation in approved format including monitoring daily legislative changes
 - Analyze and report legislative actions in an expedient and timely manner
 - Meet with supervisor weekly to review legislation and prepare memos as instructed
- Manage legislative correspondence in with the guidance and partnership of the supervisor
 - Keep track of all correspondence with the legislature (memos, letters, etc.)
 - Deliver memos and letters to legislators and staff
 - Schedule meetings with legislators and staff as requested by supervisor
 - Prepare a weekly cheat sheet and calendar for reference
- Support the ongoing work of the Government Relations team with research
- Monitor and distribute relevant media clips to all staff
- Archive newspaper clippings in a consistent and approved format
- Provide team support in general functions that keep the office running

Goals/Opportunities

- Learn about the Albany political landscape and environmental advocacy
- Learn about history of the Adirondack Park and Adirondack Council
- Study legislation pertaining to the Adirondack Park, as approved by supervisor
- Engage with Legislators and staff regarding relevant Adirondack Park issues
- Become a registered lobbyist and participate in Lobby Day(s)
- Attend state agency meetings as necessary
- Take part in networking opportunities
- Pick a specific “project bill” to support passage. Work with supervisor for guidance
- Specific individual intern goals (to be completed by the intern and their supervisor)

Preferred Qualifications

- Successfully completed a Bachelor’s degree in Political Science, Public Administration, Environmental Policy, Environmental Studies, Natural Resources, or a related field, or demonstrate an interest in the field of environmental policy
- Excellent oral and written communication skills and outstanding interpersonal skills
- Ability to work independently, pay close attention to details and remain well organized
- Ability to work as part of a team and successfully communicate with fellow staff to achieve common goals
- Familiarity with the Adirondack Park is a plus, but not required
- Ability to work remotely as needed

Additional Information

- Interns will work 35 hours per week and receive \$12.50 per hour of work with pay periods twice per month
- Housing is not provided, but we can discuss telecommuting options and provide advice on where to look
- A driver’s license is not required
- We will notify selected applicants by October 26, 2020 if they will be moving forward in the interview process

How to Apply

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The Adirondack Council is an Equal Opportunity Employer. All applicants receive equal considerations without regard to age, race, color, religion, marital status, sexual preference, ancestry, national origin, handicap, or disability. Employees are selected on the basis of their individual qualifications and ability to fulfill the requirements of the job. The same considerations apply to promotions, pay increases, and all other conditions of employment with the Adirondack Council.