

Campaign and Legislative Intern

The Coalition for Clean Air (CCA) is an environmental non-profit organization dedicated to restoring clean, healthful air to California by advocating responsible public health policy, providing technical and educational expertise, and promoting broad-based community involvement.

We are seeking summer interns at our Sacramento office for May-September. Starting and ending dates are flexible, but a minimum 8-10 week commitment is preferred. Applications will be accepted on a rolling basis. This is an excellent opportunity to be part of the new long-term effort we are coordinating to strengthen and broaden the environmental movement throughout California.

Job responsibilities may include:

- Conducting legislative analysis, research and bill tracking
- Crafting position letters to the state legislature
- Requesting, coordinating and attending meetings with legislative staff
- Attending legislative hearings
- Working to develop broad support for key legislative and campaign priorities
- Participating in meetings with other organizations and helping to maintain a database of legislative priorities

Qualifications:

- Must be a current or recent undergraduate or graduate student
- Preferred focus of study is public policy, environmental science, public health, political science, or related field
- Strong written and oral communication skills
- Strong organizational and computer skills
- Individual must be detail-oriented with good interpersonal skills
- Experience working on CA environmental issues a plus
- Bilingual a plus (English/Spanish or English/Mandarin, etc.)
- Ability to handle multiple assignments
- Ability to work both independently and with significant supervision, as necessary
- Demonstrated abilities to take initiative and to work in a team environment
- Commitment to the mission of the Coalition for Clean Air

Contact:

Please send a cover letter, one-page resume and brief writing sample to Lena Tong at lena@coalitionforcleanair.org.