



## **Policy, Advocacy, and Research Intern**

**Overview:** We are seeking interns to assist us with research, analysis, drafting of written materials, and monitoring activities of the executive and legislative branches of government on scenic conservation issues. Scenic America is the only national 501(c)(3) nonprofit organization dedicated solely to preserving and enhancing the visual character of America's communities and countryside. We accomplish this mission through national advocacy efforts and technical assistance services, local and national projects, and the support of our state affiliates.

### **Responsibilities:**

- Conduct research and track and analyze legislation on scenic conservation topics such as scenic byways and gateways, parks and open spaces, mitigating visual impacts of overhead wires, promoting beautiful highways, preserving community character, state legislation relating to scenic conservation, and related appropriations
- Work to update and verify inventories of current state laws and local ordinances regarding above scenic conservation topics
- Support the drafting and compilation of federal legislation, state legislation, and local ordinances
- Support the drafting of memoranda, policy briefs, fact sheets, blog articles, and background papers on issues relating to scenic conservation
- Attend meetings, Congressional hearings, and other events related to scenic conservation policy and subsequently brief Scenic America staff
- Perform occasional administrative and clerical tasks such as assisting with mailings, processing checks and creating acknowledgment letters, scanning documents into a digital archive and light office cleaning duties
- Additional tasks as assigned by Scenic America staff

### **Qualifications:**

- Strong attention to detail
- Excellent research skills
- Excellent written, oral, and interpersonal communication skills
- Motivation to work on substantive scenic conservation topics
- Knowledge of Microsoft Word and Excel
- Must possess excellent judgment and discretion
- Demonstrated ability to organize, prioritize, and complete work independently

### **Physical demands:**

- Sitting for extended periods at a desk and using a provided desktop or laptop computer
- Occasionally lifting and carrying up to 15 pounds
- Ability to use public transportation to attend various events around Washington

**Hours:** 35-40 hours per week, hours are flexible.

**Location:** Interns will work in Scenic America's offices at 727 15<sup>th</sup> Street NW.

**Compensation:** This is an unpaid internship, but transportation reimbursement is offered.

**Benefits:** Interns will work directly with Scenic America staff and have mentorship opportunities with the many accomplished members of our Board of Directors. Interns will have many professional development and networking opportunities and have the opportunity to publish their work in Scenic America briefs, newsletters, online communications and website.

**HOW TO APPLY**

Send resume and cover letter with the subject line “Policy Intern” to: [mark.falzone@scenic.org](mailto:mark.falzone@scenic.org)

Summer 2020 internships run from mid/late May to mid/late August, with some flexibility in start and end dates.

**Deadline for applications is March 27, 2020.** If selected for an interview, applicants will be required to attend an initial interview via video conference.