



## **MCE Fall 2024 Policy Internship**

As an advocacy organization, MCE works to advance greater protections for Missouri's people and their environment through regulation, legislation, and when necessary, litigation. MCE's Policy Team seeks a legal/policy intern this fall to assist with policy research and writing, member activation on policy advocacy opportunities, including legislator engagement opportunities for MCE's members.

### Objectives:

1. Assist Policy Director and MCE lobbyist in preparation for the 2025 legislative session (January-May 2025), which includes writing talking points that convey the importance of our policy priorities. We will use these talking points to communicate with legislators and concerned citizens before and during legislative session.
2. Assist with planning the Missouri Environmental Legislative Summit held the first week of October, including communication with MCE partners, creating RSVP form, materials for use during the event, synthesizing results from the event, and helping coordinate next steps with partners. This includes direct communication (phone and email) and coordination of next steps with MCE partners.
3. Communicate directly with specific MCE members as needed on priority legislation for which we need their help advancing our legislative goals.
4. Assist with other policy related tasks as they arise.

### Qualifications:

- Interest in law and policy is required; experience with law and policy (including college courses, local/state/federal campaigns, or other experiences) is a plus
- Interest in or existing understanding of how the environment, public health, agriculture, and social justice interconnected
- Excellent writing and communications skills
- Ability to manage multiple projects at once
- Excellent organizational skills as it relates to documents, research, and data; familiarity with organizing information in spreadsheets is a plus
- Demonstrated ability to succeed working remotely on time sensitive projects
- Interests in building power through grassroots engagement and coalition building is a plus
- Familiarity with Google Suite
- Comfortability with making cold calls and emails to new people, such as government officials' staff, MCE volunteers, and others



**Hours:** 16 hours/week for 13 weeks. The internship begins Monday, September 16 and concludes on Friday, December 13. If the intern is in St. Louis, the position will be hybrid - some days in the office and some days remote. If the intern is outside of St. Louis, the position will be fully remote. The intern's schedule will be determined with the Policy Director based on the intern's other commitments. Travel to Jefferson City, MO is not required but the opportunity to do so will likely arise.

### **Compensation**

MCE's Policy Intern receives a stipend of \$800, with half of the amount paid halfway through the internship and the remaining amount at the close of the internship.

### **How to Apply**

Please send a cover letter and your resume to Policy Director Melissa Vatterott at [mvatterott@moenvironment.org](mailto:mvatterott@moenvironment.org) with "Policy Internship" in the subject line. **Deadline to apply is September 13, 2024.**