



## Summer 2026 Legal Policy Writing Internship

### GOALS

To support MCE's Policy Team in writing ordinance language to further the organization's Extreme Heat Policy Plan.

This will be done primarily through:

1. Reviewing the current draft of MCE's Extreme Heat Policy Plan and relevant exemplar policies from other municipalities.
2. Determining where in current St. Louis City code new policies are appropriate.
3. Writing ordinance language modeled after exemplar policies for the City of St. Louis.
4. Attending summer outreach events for the Extreme Heat Policy Plan to hear directly from residents about their feedback on current policy ideas.

### SCOPE OF WORK

Missouri Coalition for the Environment is seeking a paid legal intern to research and write legislation for the City of St. Louis to mitigate and adapt to the emerging issue of the urban heat island. This internship revolves around drafting policy language based on examples from other city ordinances and regulations in order to propose new legislation or regulations in the City of St. Louis.

Half of the stipend for the internship is paid halfway through the internship and the remaining half is paid at the completion of the internship. The internship will be for 24 hours a week for 12 weeks. The final product will be draft language for multiple proposed ordinances. The intern will be supervised by Melissa Vatterott, who holds a JD from Michigan State University and Elyse Schaeffer, MCE's Policy Coordinator.



## QUALIFICATIONS

- Familiarity with law and policy is required
  - Experience policy writing (including college courses, local/state/federal campaigns, or other experiences) is a plus
- Interest in or existing understanding of how the environment, public health, and social justice interconnected
- Excellent writing and communications skills
- Excellent organizational skills as it relates to documents, research, and data
  - Familiarity with AirTable a plus
- Demonstrated ability to succeed working remotely on time sensitive projects
- Familiarity with Google Suite

## LOGISTIC DETAILS

Stipend: \$1,000

Hours: minimum 24 hours/week for 12 weeks

Dates: starting Tuesday, June 9

Hours can be expanded depending on credit needs

Location: Remote or in person (St. Louis, MO)

Supervisors: Melissa Vatterott, JD Policy Director and Elyse Schaeffer, Policy Coordinator

## TO APPLY

Please send a resume and one-page cover letter as a single PDF to Elyse Schaeffer ([eschaeffer@moenvironment.org](mailto:eschaeffer@moenvironment.org)) with the subject line Legal Internship by midnight on March 31, 2026.