



**Position Title:** Policy Intern, Coalition for the Delaware River Watershed  
**Department:** Government Relations  
**Office Location:** 11 Hardscrabble Rd, Bernardsville NJ, Flexibility to work remotely .  
**Reports to:** State Policy Advocate, Coalition for the Delaware River Watershed  
**Job Classification:** Temporary, part-time, hourly, non-exempt, (15 hours or less/week)  
**Start Date:** September 19, 2022  
**End Date:** December 31, 2022 (tentative)

**Job Description:** The Policy Intern – Coalition for the Delaware River Watershed (“Policy Intern”) will work with the State Policy Advocate to advance the goals of NJ Audubon’s Government Relations Department and the Coalition for the Delaware River Watershed through policy research and analysis, direct advocacy with state lawmakers, member engagement and recruitment, event planning, working with coalition partner organizations, and other projects, as needed. NJ Audubon’s Coalition for the Delaware River Watershed unites non-governmental organizations working in the Delaware River Watershed and enhances their capacity to effectively advocate for protecting and restoring the Delaware River Basin by coordinating on policy, actions, and messages to foster accountability at the federal, state, and local levels.

**Learning Objective:** The Policy Intern will learn how policy is shaped and implemented at federal and state levels, and how these policies affect local communities, people, and wildlife. The Policy Intern will gain an understanding of the diverse group of stakeholders working on clean water protection within the watershed and will also develop the necessary skills to effectively communicate complex policy issues in a clear and concise manner and to work with diverse constituencies working throughout the watershed. The Policy Intern will have the opportunity to attend meetings with Coalition partners and lawmakers across the basin to learn more about relationship building and collective advocacy.

#### **Major Responsibilities:**

- Develop a broad understanding of the mission, activities, and accomplishments of NJ Audubon and the Coalition for the Delaware River Watershed.
- Develop an understanding of relevant state policies and related advocacy initiatives by NJ Audubon, State Lead organizations, and Coalition members.
- Identify, track, analyze, and lead advocacy strategy on relevant legislation in the four watershed states (PA, NJ, NY, and DE)
- Develop a wide range of resource materials to support advocacy efforts including fact sheets, policy papers, and toolkits
- Produce a variety of digital communications including blog posts, digital messaging, and member engagement.
- Complete a long-term project focused on one or more Coalition priorities through the duration of the internship.
- Support Coalition operations including assisting in developing campaign strategies, meeting/conference planning and management, and database and list-serv management.
- Attend meetings and advocacy events as requested by supervisor.
- Participate with Center staff to adopt a “team” approach towards daily operations at the Center.
- Assume additional responsibilities as needed.

#### **Qualifications/Knowledge/Skills**

- Undergraduate or graduate student or anyone seeking to further their professional experience in conservation and/or advocacy.
- Knowledge of environment, conservation, and water-related issues a plus.
- Interest in policy and/or legislative processes a plus.
- Experience using Geographic Information Systems (GIS) a plus.
- Excellent internet and computer skills, including Microsoft Office Suite.
- Social media competency (Facebook, Twitter, and Instagram).
- Strong communication skills (written and oral) and research skills.
- Punctual with excellent organizational, time and project management skills with the ability to manage multiple projects, shifting priorities, and meet deadlines.

- Excellent interpersonal and leadership skills with the ability to relate to and motivate a diverse range of people and exercise cultural competence and inclusion and accept direction and constructive feedback.
- Motivated self-starter able to work independently in the execution of their responsibilities while collaborating with other staff and organizations in various coalitions with the ability to demonstrate initiative and a positive attitude.
- Strong professionalism and work ethic with the ability to exercise discretion and maintain confidentiality.
- Flexibility to adjust hours to meet deadlines and needs of the organization, including availability to work occasional evenings and weekends.
- Must live in New Jersey or Pennsylvania.
- Must have a valid driver's license and/or reliable transportation.

**Start date:** September 2022

**End date:** December 2022 (tentative)

**Salary:** \$13.00/hour

**Application Deadline:** Open until filled

**To Apply:** Please send cover letter of interest, resume, and a short writing sample (maximum 4 pages) as a single PDF document listing job position in subject line, to [hr.grintern@njudubon.org](mailto:hr.grintern@njudubon.org)

*We are committed to building a diverse team and strongly encourage all qualified professionals to apply. The New Jersey Audubon Society is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, disability or any other characteristic protected by law.*