



P.O. Box 595, Helena, MT 59624 • 406-443-3949 • www.mtaudubon.org

Legislative Intern Position

Montana Audubon is hiring one intern for the 2017 Montana Legislative session in Helena. Employment dates are approximately January 2 through April 28, 2017.

Purpose: The intern hired to work for the 2017 Legislature in Helena will: 1) assist Montana Audubon's lobbyist, and, time permitting, 2) assist in the operation of the Montana Audubon office. Montana Audubon is a conservation organization that works to protect birds, wildlife, and wildlife habitat (this includes energy and climate change issues). We have 9 chapters located throughout the state. Learn more about us at mtaudubon.org or on [Facebook](#).

General Duties: The intern and lobbyist work as a team throughout the legislative session, so most duties are shared. Initially, the intern will help set up the grassroots outreach and member engagement for the session: contacting chapter coordinators, writing and sending alerts, keeping the website updated, engaging in social media, etc. The intern is also responsible for keeping the lobbyist organized (tracking schedules and information), researching issues, answering information requests, attending working group meetings and preparing fact sheets related to bills brought forward. Although much of the work is done at the office, there is plenty of time spent at the Capitol: the intern will attend hearings, observe the Legislature in session, and testify on specific priority bills.

The hours of the job are irregular. The intern will be "on-call" and expected to work as needed during the entire internship. Typically interns can work full time 5 days per week, many evenings, and some hours each weekend. Time off can be arranged depending on work load.

Qualifications: First and foremost, the intern must have a deep appreciation of Montana and Montana's wildlife. The internship is also a lesson in how grassroots conservation organizations work—so an interest in advocacy work is needed. A self-starting, independent, creative person with a keen attention to detail is imperative. The ability to write hearing testimony and speak at hearings is desirable but not mandatory.

The intern is expected to live in Helena during the session. A professional wardrobe is necessary.

Salary: \$1,450/month. Past interns have arranged college credits for their experience.

If interested: Send a resume and cover letter by Monday, October 31, 2016, to Amy Seaman, aseaman@mtaudubon.org (email preferred) or Montana Audubon, P.O. Box 595, Helena, MT 59624.

Please post or give this notice to others who might be interested.