



# Montana Conservation Voters

## 2010 Spring Semester Internship Billings, Montana

***Want to help make the environment a key issue in the public debate? Montana Conservation Voters has two exciting internships available for 15 – 30 hours per week. Don't miss this great career opportunity!***

Montana Conservation Voters is the political arm of Montana's conservation and environmental community, working to elect pro-conservation candidates to legislative, local and statewide office. MCV works to engage conservationists in the democratic process as voters and activists. MCV has a chapter in Yellowstone County and coordinates the Billings Conservation Roundtable, bringing groups together in an effort to advance pro-conservation policy priorities, educate the public, and hold local and legislative officials accountable for their votes on the environment.

Location, Supervision, Time Commitment: The internships will begin in late January or early February until May, 2010 in MCV's home office, located at 3318 3<sup>rd</sup> Ave N. Ste 208, Billings, MT 59101. Two internships are available, both requiring from 15 – 30 hours per week, depending on credit load. Interns work in a supportive, professional environment. Internship hours are flexible but regular. Desk, computer and office supplies and materials are provided.

Compensation: Interns may earn credit for participation in the internship program. Unpaid, research-based projects by graduate students may waive the minimum hourly requirement. Limited stipends may be available. Approved out of pocket expenses incurred with the internships are reimbursed, though none are expected.

Campaign Intern, supervised by Theresa Keaveny, Executive Director

1. Help coordinate the Billings Conservation Roundtable, bringing diverse conservation leaders together to discuss common environmental policies;
2. Engage Yellowstone MCV chapter members and grassroots activists to participate in the June, 2010 primary elections, including canvassing, voter education and get out the vote calling;
3. Research and prepare city council voting record, tracking relevant votes and actions of importance to conservation and the environment;
4. Prepare one or more briefing paper on priority state legislative issue;
5. Optional: Assist with MCV's 2010 Membership Meeting in Helena, March 12<sup>th</sup>

Membership/Video Intern, supervised by Joe Splinter, Development Director

1. Assist in membership recruitment and renewal activities;
2. Prepare weekly assigned write ups and video features of MCV Yellowstone Cty members (and other members) for use on web sites and online;
3. Use MCV video camera to record and produce educational material for web site and social networking sites;
4. Assist with and attend MCV's 2010 Annual Membership Meeting in Helena on March 12<sup>th</sup> and 13<sup>th</sup> (if time allows and arrangements can be made).

Qualifications:

1. Graduate or upper class student in Environmental Studies, Media and Communications or Political Science. Others are encouraged to apply if their studies or individual goals relate to MCV's mission.
2. Strong communications skills, both written and verbal;
3. Strong academic record with good or excellent grades;
4. Can demonstrate how internship will enrich educational and professional goals;
5. Committed to MCV's mission to protect the environment through political action.

To apply: Please provide a cover letter, resume, and three references (can be academic and/or work related) to Joe Splinter, Development Director, at PO Box 63, Billings, MT, 59103 or email at materials to [joe@mtvoters.org](mailto:joe@mtvoters.org). Indicate for which internship you are interested in applying. **Please check out our website: [www.mtvoters.org](http://www.mtvoters.org) to learn more about our work.**

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