

Public Policy and Legislation Internship

Mississippi River Cities and Towns Initiative – St. Louis, MO 63101

Application Deadline: April 30, 12:00pm

Position: 1 full-time/part-time Public Policy Intern, unpaid, coursework eligible, monthly travel stipend

Job Purpose

The Mississippi River Cities and Towns Initiative

Our mission: Protecting America's Greatest Natural Resource, the Mississippi River

About Us: Mississippi River Cities and Towns Initiative is 501(c)3 nonpartisan nonprofit Coalition of 75 of the 124 Mayors of the Mississippi River. The Mississippi River has long been the lifeblood of the American economy, and the greatest natural resource our nation has. Our Coalition of Mayors is dedicated to preserving and protecting this great waterway, its culture, and its heritage, while promoting growth within their regions. The Mississippi River taps a natural source of the longed-for integration of transportation, farming, industrial, municipal and environmental interests to launch lasting solutions to River management issues.

Join an exciting movement to protect the Mississippi River Corridor through empowering local governments and Mayors of the Mississippi River. The intern will gain experience being part of a nonpartisan nonprofit, and develop in-depth knowledge of agriculture, environmental, transportation, and historical protection policy through the development of one-pagers, policy research briefs, and through strengthening connections with members of local and state governments and national nonprofits. The intern will learn about effective approaches to further progress for economic revitalization and environmental protection of riverways through public policy and legislation. The intern will assist in organizing and executing the 2018 Annual Meeting of Mississippi River Mayors, to be held in Quad Cities, IA in September of 2018.

The intern will also have the opportunity to set project and learning goals and track the projects' successes, as well as attend department meetings, educational presentations available in the City of St. Louis, and other MRCTI meetings as scheduled. The intern will see the culmination of their work by attending the Annual Meeting in September.

The internship time commitment is 35-39 hours per week for approximately 10 weeks; a reduced schedule may be considered. This internship pays a travel stipend. We are happy to work with schools to provide credit for work.

International students are solely responsible for obtaining a work visa and must provide evidence of this obtainment prior to start date.

You will not just be an intern; you will be an integral part of the MRCTI team. We look forward to welcoming you aboard.

Responsibilities

- Perform research for legislation and public policy priorities; gather, analyze, and organize findings; prepare documents, such as fact sheets, for legislative committees and key stakeholders • Interns will be responsible for tracking and report on pending environmental and transportation legislation using the federal legislature websites to monitor the progress of bills in their policy area and writing a weekly briefing memo to senior staff and other internal stakeholders.
- Interns are encouraged to work on independent research in consultation with Office Manager; where appropriate MRCTI will publish such work with a credit to the intern on our website.
- Interns are required to work on an independent project during their tenure; this project is designed to aid the intern in learning the kinds of projects that would be expected of them as a professional policy researcher. • Make phone calls to Congress and Senate Offices regarding MRCTI meetings.
- Read relevant articles and scientific white papers to gain knowledge of effective advocacy and the issues affecting the state of the Mississippi River; summarize these findings in onepager to be disseminated to Mayors for continuity.
- Assist in providing information for Letters of Inquiry and Letters of Support to both nonprofits and funders, coordinating with Office Manager and Grants and Community Outreach Coordinator. • Provide weekly progress reports to supervisor on assigned projects.
- Conduct research, provide outreach, and build support for local and state legislation. Other duties as assigned.

To Apply

Minimum sophomore-year college undergraduate in related field (public policy, technical writing, environmental sciences, philosophy, pre-law, ecology, biology, ethics, history, etc.) required.

Students must submit a cover letter, résumé, contact information for two references (who may know the applicant either from academic work or from employment; they may not be personal), and an unofficial copy of transcripts including coursework for the spring semester. First-year graduate students must submit both an undergraduate transcript and a graduate transcript.

Applicants must provide a descriptive name for each document that they submit—for example, “Undergraduate Transcripts,” “Graduate Transcripts,” or “Coursework for Next Semester.” Documents must be in word or PDF format.

A complete application must be submitted to MRCTI’s Office Manager, Tiara Lumas by April 30, 12:00pm EST to be considered; there will be no exceptions. Applications may be emailed to tlumas@mrcti.org. Applicants should be sure that their email provider accepts emails from tlumas@mrcti.org.