



FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants. Please type or paste responses directly into boxes, which will expand to fit.

Organization name: National Conference of State Legislatures: Energy, Environment and Transportation Program

Location (city/state): Denver, CO

Organization's website: NCSL.ORG

Yearlong Fellowship
(June 2018-May 2019)

Summer Fellowship
(June-August 2018)

Organization Mission/Goals (100 words or less):

May include a bulleted list of priorities or initiatives, in addition to mission statement.

NCSL is committed to the success of all legislators and staff. Our mission is to

- Improve the quality and effectiveness of state legislatures.
- Promote policy innovation and communication among state legislatures.
- Ensure state legislatures a strong, cohesive voice in the federal system.

Title of PIFP Fellow: Environment Program Fellowship

Primary responsibilities of PIFP fellow (bulleted list; 100 words or less):

He or she will have the opportunity to serve as part of the environment program team, which is housed within NCSL's Energy, Environment and Transportation (EET) program. The fellow's work will play a key role in developing policy briefs and other collateral that build upon and expand NCSL's policy portfolio. Policy briefs and other collateral are important components to the state legislative process – from bill drafting to bill passage and enactment. Issue areas that may be covered: water conservation, disaster mitigation, recycled/reclaimed water, tribal involvement in environmental management and NEPA processes; air quality, etc.

Qualifications sought in PIFP fellow (bulleted list; 50 words or less):

Include **Required** and **Preferred** sections, if applicable.

Excellent writing skills; excellent research skills; excellent communication skills; an interest in environmental policy; interest in tribal issues would be a plus. The fellow will be trained on, and will regularly use, legal research and policy databases include State Net and Westlaw. They will learn how to conduct legal research, how to read and interpret legislation and how to write for a variety of audiences. They will likely have the opportunity to publish a policy or web brief, which will be distributed to NCSL's 17,000+ members.

Areas of skill/experience/background required in PIFP fellow:

<input type="checkbox"/> Accessibility/disabilities	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Politics
<input type="checkbox"/> Activism	<input type="checkbox"/> Finance/business	<input type="checkbox"/> PR/communications
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Fundraising/development	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input checked="" type="checkbox"/> Government	<input type="checkbox"/> Qualitative research
<input type="checkbox"/> Children's issues	<input type="checkbox"/> Healthcare/health sciences	<input type="checkbox"/> Quantitative research
<input type="checkbox"/> Civil rights/social justice	<input type="checkbox"/> Human services	<input type="checkbox"/> Reproductive rights/freedom
<input type="checkbox"/> Coalition work	<input type="checkbox"/> Journalism/publications (print/online)	<input type="checkbox"/> Social science research/methodology
<input type="checkbox"/> Community/political organizing	<input type="checkbox"/> Law	<input type="checkbox"/> Statistical analysis
<input type="checkbox"/> Criminal justice	<input type="checkbox"/> Legislative process	<input type="checkbox"/> TV/radio
<input type="checkbox"/> Customer service	<input type="checkbox"/> LGBTQ issues	<input type="checkbox"/> Volunteer management
<input type="checkbox"/> Data analysis	<input type="checkbox"/> Lobbying	<input checked="" type="checkbox"/> Other: <u>tribal</u>
<input type="checkbox"/> Digital media	<input type="checkbox"/> Marketing/sales	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Diversity/inclusion	<input type="checkbox"/> Performing/fine arts	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Domestic violence issues	Policy:	
<input type="checkbox"/> Economics	<input type="checkbox"/> Education	
<input type="checkbox"/> Editing	<input checked="" type="checkbox"/> Environment	
<input type="checkbox"/> Education	<input type="checkbox"/> Fiscal	
<input checked="" type="checkbox"/> Environmental issues	<input type="checkbox"/> Health	
	<input type="checkbox"/> Legislative	
	<input type="checkbox"/> Other: _____	

Technology skills required in PIFP fellow:

<input type="checkbox"/> Adobe Creative Suite (Acrobat, InDesign, PhotoShop)	<input type="checkbox"/> Graphic design (infographics, etc)
<input type="checkbox"/> Blog platforms (WordPress, Blogger)	<input checked="" type="checkbox"/> Microsoft Office Suite (Word, Excel, PowerPoint)
<input type="checkbox"/> Database management (Salesforce, GiftWorks, Wild Apricot)	<input type="checkbox"/> Video/film production

<input type="checkbox"/>	Digital marketing/outreach <i>(Twitter, Instagram, Facebook, etc)</i>
<input type="checkbox"/>	E-newsletter platforms <i>(MailChimp, Constant Contact, Vertical Response)</i>
<input type="checkbox"/>	GIS

<input type="checkbox"/>	Website design/management <i>(WordPress, SquareSpace, etc)</i>
<input checked="" type="checkbox"/>	Other: State Net/WestLaw
<input type="checkbox"/>	Other: _____

**Certifications
Required:**

<input type="checkbox"/>	WFA	<input type="checkbox"/>	WFR	<input type="checkbox"/>	First Aid	<input type="checkbox"/>	CPR
Other: _____							

**Language Skills
Required:**

<input checked="" type="checkbox"/>	English	<input type="checkbox"/>	Spanish
Other: _____			