



### **Summer Internships – Job Description.**

The Environmental Voter Project is looking for highly-motivated undergraduates to join our selective Summer Internship Program. Summer Interns will work closely with the Field Director and the CEO to learn every aspect of sophisticated field campaigns and the data, software, and management techniques used to organize volunteers, register voters, and then mobilize those voters. While the internship focus will be on this field outreach, interns will also be expected to devote time to support senior staff, assist the CEO with fundraising and budgeting efforts, liaise with some of our external researchers, and draft and execute membership communications, blog posts, stakeholder presentations, and social media communications. In addition to gaining valuable non-profit advocacy skills, Summer Interns will become talented organizers and field operatives by learning the nuts and bolts of electoral campaigning from an exciting and innovative organization. We are seeking responsible, motivated candidates who can commit to 20 to 35 hours/week for this program. This is an unpaid internship in Boston, MA.

### **Main Job Responsibilities.**

- Recruit and cultivate volunteers
- Manage and participate in voter registration and canvassing
- Track field operations and enter information into databases and dashboards
- Participate in community events
- Help to oversee internal and external research projects
- Draft membership emails, stakeholder memos, and blog posts
- Help to manage and provide content for EVP's social media accounts
- Research public relations opportunities

### **Requirements.**

- Candidates must submit a resume and cover letter
- An interest in environmental issues or politics
- An outgoing and friendly demeanor
- Strong attention to detail
- Ability to represent the Environmental Voter Project in a professional manner at all times

### **Time Commitment.**

- Hours (weekly): 20 - 35 hours per week.
- During Business Hours?: Yes
- Nights and Weekends?: Occasionally
- Start Dates: May or June
- Minimum Time Commitment: 8-12 weeks
- Training Provided: Interns will receive significant training in all areas of voter mobilization and organizing, with additional training in communications, research and operations.

### **About the Environmental Voter Project.**

The Environmental Voter Project (EVP) is a new nonprofit whose research shows that there are over 15 million environmentalists who don't vote in most elections. EVP's #1 goal is to get these environmentalists to the polls in order to dramatically increase voter demand for progressive environmental policy. Using cutting-edge techniques, EVP (1) individually identifies the millions of already persuaded (but seldom-voting) environmentalists, (2) registers those who need to be registered to vote, and then (3) consistently gets them to vote in every election, regardless of who is on the ballot. We are non-partisan and we do not endorse candidates; instead, we will steadily change the electorate and bring voter turnout to a tipping point of overwhelming demand for strong environmental leadership.

### **Contact.**

Please contact Peter Polga-Hecimovich with any questions.

Phone: 952-992-9393

Email: [peter@environmentalvoter.org](mailto:peter@environmentalvoter.org)