



**Internship Title:** Legislative Assistant

**Internship Site:** Commissioners Office, Vermont Department of Environmental Conservation, 1 National Life Drive, Montpelier, VT

**Description:**

This position will provide direct assistance to VT DEC by monitoring activities in Legislative committees that cover critical environmental policy issues. These committees include: House Committee on Natural Resources, Fish, and Wildlife and the Senate Committee on Natural Resources and Energy. VT DEC plans to have one Legislative Assistant (Intern) during the 2018 session to monitor discussions and law making in the relevant committees. The intern will work as a team with the Senior Policy Advisor and Deputy Commissioner: Each Monday, the team will meet over the phone, or in person to discuss a strategy for covering committee work at the Legislature for the upcoming week. The intern is expected to cover committees two or three days a week. Specifically, the intern will:

- 1) Record notes of what was discussed in committee; share notes with other team members
- 2) Track the progress of bills (from introduction, voting in committees and passing both the House and Senate)
- 3) Flag significant, or urgent issues for VT DEC
- 4) Conduct research on behalf of the VT DEC on issues related to water resources, air quality, climate change or waste management as relevant to discussions at the Legislature.

**Desired qualifications/skills/coursework:**

Junior or Senior level, or graduate student with strong communication skills, eagerness to learn and coursework in environmental policy.

**Supervision:**

This position will work under the direction of VT DEC's Deputy Commissioner with secondary support from a mentor, who is a staff person at VT DEC with direct knowledge about the subject areas discussed at the legislature during the 2018 session. Subject areas could include water resources, waste management or air quality and climate.

**Start and End Dates:** January 15, 2018 – May 15, 2018 (approximate)

**To apply:** Students should send resume and cover letter to [carey.hengstenberg@vermont.gov](mailto:carey.hengstenberg@vermont.gov) no later than November 27, 2017. If you have questions, contact Carey at (802)595-1632.

**Total Hours:** The position is expected to work approximately 20 hours per week during the Legislative session, which generally runs from mid-January to mid-May, Tuesdays through Friday. The intern is expected to be present at the statehouse a minimum of two days per week. In addition, the intern must be available for a weekly meeting either in person or by phone every Monday for a weekly check-in with VT DEC's legislative staff.