Hoosier Environmental Council
Legislative Internship (December 2020, for January-April 2021)

About HEC
The Hoosier Environmental Council (hecweb.org) is Indiana’s leading educator and advocate for the environment, working to improve health, foster climate solutions, and protect land & water.

Scope of the Internship
- Research grassroots and grasstops contact information in key legislative districts across the state and appropriately update internal documents
- Update contact information & lists in our main database and email marketing database
- Assist with legislative outreach efforts via phone and email
- Perform other tasks as agreed to with HEC's Senior Manager of Outreach

Expectations
- Work relatively independently, with supervisory guidance through scheduled calls and virtual meetings
- Conduct oneself with the highest standards of professionalism with HEC staff, board, volunteers and audiences that HEC engages with
- Honor documents that say “Confidential”
- Understand that all research work done in conjunction with HEC staff would be integrated as HEC material

The Opportunity
- Have a strong job reference for future job opportunities
- Obtain first-hand understanding of how an environmental policy organization works
- Participation in occasional HEC sponsored events
- Access to key networking opportunities and contacts
- Will receive an HEC email address and an honorarium.

To Apply
- Send an email (with a brief cover letter in-text describing your motivation and experience), along w/your resume, transcript, & two recent writing samples (max 5 pgs.), to Amanda Shepherd, Senior Manager of Outreach, ashepherd@hecweb.org.
- The subject header should say “HEC 2021 Legislative Internship”.