



Job Date: 04/2019

Union: Non-Represented
FLSA: Non-exempt
FTE:

Job Title: Utah Chapter Keep Public Lands in Public Hands Intern
Department: Utah Chapter
Location: Salt Lake City, Utah
Reports to: Chapter Director

Duration: 10 hours/week, 4 months (May 15– August 15)

Context: Supports the work of chapter volunteers for the Utah Chapter's Keep Public Lands in Public Hands (KPLPH) campaign.

Scope: The Utah Chapter KPLPH Intern supports the work of the Keep Public Lands in Public Hands team of volunteers by researching contact information for potential campaign volunteers and staffing tabling and related events.

Job Activities:

1. Tracks people who write letters-to-the-editor and opinion columns published in Utah media outlets (print, digital and broadcast media) on public land topics, as well as people who "like", share or comment on KPLPH campaign social media platforms.
2. Supports the KPLPH team's volunteer recruitment work and enters information into the database.
3. Enters and periodically updates volunteer data in pertinent databases employed by the Utah Chapter and the KPLPH campaign team.
4. Manages and maintains the KPLPH team data in the Chapter's databases
5. Represents the KPLPH campaign at tabling and related events with the primary purpose of identifying potential campaign volunteers as well as educating the public about the campaign's mission and goals.
6. Performs miscellaneous duties pertinent to the KPLPH campaign as assigned.
7. Attends monthly KPLPH meetings
8. Works with KPLPH Campaign lead to develop a work plan and strategic plan for the KPLPH team.

Knowledge & Skills:

- Proficiency in the use of social media platforms, such as Facebook, Instagram and Twitter.
- Familiarity with the function and use of databases.
- Strong oral and written communication skills.
- Passion for the Sierra Club's mission and dedication to helping the organization grow
- Ability to commit to at least 10 hours per week, including some nights or weekends. Mandatory attendance at monthly KPLPH team meeting.
- Self-disciplined, determined problem solver.
- Experience with environmental policy and community organizing a plus.
- Familiarity with Microsoft Office and Google Drive (Adobe Creative Suite a plus).
- Ability to engage and interact with many types of people in various settings.

Application Process:

Please submit a cover letter and resume to Lawson LeGate at Lawson.legate@gmail.com by [date].

Compensation:

This is a paid position at either at an hourly rate or stipend.

Sierra Club is a 501(c)(4) non-profit organization.

Sierra Club employees are not eligible to participate in the Federal Public Service Loan Forgiveness (PSLF) Program.

Sierra Club does not sponsor H1B visas.

The Sierra Club is an equal opportunity employer committed to workforce diversity.