



1402 3rd Avenue, Suite 901 | Seattle, WA 98101 | www.nwseed.org

Grassroots Outreach Internship

SUMMARY

Founded in 2001, Northwest SEED is a nonprofit organization that creates communities powered by locally controlled clean energy. Through project deployment, community education and advocacy, Northwest SEED helps communities achieve their sustainability goals. Northwest SEED's advocacy efforts include putting forward policies that advance energy efficiency, customer-owned renewables, and local job development. To learn more about Northwest SEED's policy priorities visit <http://www.nwseed.org/projects/policy/>.

Northwest SEED is looking for a motivated, energetic person to build and demonstrate public support for residential and community-scale renewable energy policies through grassroots organizing, the creation of public education materials and helping direct outreach to legislators, administration officials and other stakeholders around the state. The intern will work with Northwest SEED's Policy Manager and other staff to prepare policy and influence the 2016 legislative session in Washington.

RESPONSIBILITIES

- Create action alerts, template letters, fact sheets and other educational materials to support renewable energy policies.
- Maintain a contact database of clean energy advocates that can be used for organizing action-alerts, phone calling and outreach, targeting key legislative districts.
- Track key legislative district meetings and coordinate messaging for advocates to attend.
- Assist with collecting the environmental, societal and economic benefits of residential and community-scale clean energy to help make the case for policy arguments.

SKILLS, EXPERIENCE AND ABILITIES

Preferred Skills and Qualifications:

- Excellent oral and written communication skills, with the ability to communicate effectively with a wide range of audiences.
- Self-directed, detail oriented and able to prioritize multiple tasks
- Resourceful worker with a can-do attitude who is able to take initiative, follow-up and manage time efficiently.
- Proficiency in MS Office; proficiency in web content and customer relationship management (CRM) software a plus.
- Interest in clean energy issues and solar energy in particular.



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- Friendly and professional demeanor
- An understanding of the WA state energy policy environment and process a plus
- Previous experience creating databases to be used for action alerts a plus

BENEFITS

This internship is an unpaid, part-time position based in Northwest SEED's downtown Seattle office. A minimum commitment of 15 hours per week, for a 3 month period is required, with a desired start date of mid/late January, 2016. Opportunities to network and gain hands on experience working in the nonprofit sector with a team of clean energy experts.

TO APPLY

Please email **cover letter, resume, 1 page writing sample** related to political or environmental issues, and **2 references** to info@nwseed.org by January 18th with "*Grassroots Outreach Internship*" as the subject line. **No phone calls please.** Position remains open until filled.

Northwest SEED is an equal opportunity employer who does not discriminate against any employee or job applicant because of a person's gender, race, color, religion, national origin, political ideology, age, marital status, disability, sexual orientation, gender identity, honorably discharged veteran or military status, or any other legally protected status.