



MARYLAND LEAGUE  
OF CONSERVATION VOTERS  
EDUCATION FUND

[www.marylandconservation.org](http://www.marylandconservation.org)

## **Legislative Liaison Intern – Eastern Shore**

The Maryland League of Conservation Voters Education Fund, a statewide non-partisan environmental advocacy organization, seeks an intern to coordinate our Annual Legislative Preview on the Eastern Shore. The intern will be responsible for recruiting and engaging organizations to sponsor one or two Legislative Previews on the Eastern Shore as well as reciting individuals to attend the event. She or he will be responsible for organizing phone banks, and attending community gatherings, fairs, and farmers markets for purposes of recruitment, as well as coordinating with the Eastern Shore Field Organizer for the logistics of the event.

Primary Responsibilities Include:

- Coordinate the third and fourth annual Legislative Preview in Easton, MD and possibly the first annual Legislative Preview in Salisbury, MD including assisting the Eastern Shore Field Organizer with logistics.
- Recruit 10-15 organizations to co-sponsor each event.
- Identify recruit, and follow up with 100-150 Eastern Shore activists to attend the event.
- Attend local events on the Eastern Shore for volunteer recruitment and visibility, such as tabling at farmers markets, neighborhood festivals, and issues forums.
- Coordinate and manage volunteers during phone banks, generating letters to the editor, and days of events.
- Assist in inviting elected officials to the events with the Deputy Director

The following skills are required for the successful applicant:

- Strong outreach and public speaking skills.
- Ability to work on a long term project and meet intermediate goals.
- Ability to work independently and communicate regularly. Communicating challenges as they occur is especially important.

The following skills and experience are preferred for the successful applicant:

- Experience working with volunteers or non-profits.
- Experience with environmental issues and/or politics.
- Knowledge of/experience with Maryland environmental issues, particularly on the Eastern Shore.
- Working knowledge of Microsoft Office, Google Documents and database programs.

Course credit is available if permitted by your University.

Position Requirements: 10-20 hours a week commitment with shorter hours September-early October and longer hours late October-early December. The successful candidate will be able to commit through December 10<sup>th</sup>. Evening and weekend hours are required to be successful. Access to reliable transportation a plus.

Availability: We seek to have the successful candidate start by September 1<sup>st</sup>, 2010. Orientation is on August 29, 2010 in our Annapolis office.

To Apply: Electronic resume and cover letters preferred. Please submit application, resume and cover letter in Microsoft Word or PDF format to [dlipinski@mdlcv.org](mailto:dlipinski@mdlcv.org) or mail them to Dannielle Lipinski, Maryland LCV Education Fund, Nine State Circle, Suite 202, Annapolis, MD 21401.

**Application Deadline is August 13<sup>th</sup>, 2010.**

*Maryland LCV and the MD LCV Education Fund are Equal Opportunity Employers*