



CONSERVATION PUBLIC POLICY INTERNSHIP

Position Overview:

Ducks Unlimited's Great Lakes/Atlantic Office in Ann Arbor, MI is seeking a highly-qualified individual to fill a conservation public policy internship for our 21-state region. This is a one-year intern position that will assist DU's professional staff in researching and promoting public policy priorities affecting wetlands, waterfowl, water and other conservation issues. The successful candidate will gain valuable experience and knowledge working with an interdisciplinary team of scientists, biologists, engineers and government affairs personnel on state, regional and national policy issues. Applicants should be highly-motivated individuals that possess excellent communication skills, strong analytical abilities, computer knowledge, and be able to work independently or as part of a team with minimal supervision. Knowledge of wildlife and habitat conservation, wetlands, agriculture and water policies and the legislative process is highly desired. The Conservation Public Policy intern will work with the Director of Public Policy, Government Affairs Representative, and DU's Policy Staff team, Directors/Manager of Conservation Programs, and Regional Communications Manager to support DU's public policy efforts throughout the region, including local, state and federal issues.

Duties/Responsibilities:

- Support policy and other staff on public policy issues, including research, database management, analytical support, educational/advocacy events, correspondence, and outreach;
- Develop and maintain spreadsheets and databases on Congressional members, DU policy teams, and DU members, as well as the interaction and analysis among the groups;
- Develop support materials, write papers, position statements and letters on policy issues;
- Support state and federal conservation campaign initiatives;
- Coordinate field tours and meetings with local, state and federal partners and elected leaders;
- Assist in reporting and grant writing;
- Assist in public presentations and outreach;
- Assist with other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge or experience in public policy as related to the environment
- Basic knowledge of waterfowl and wetland ecology, habitat management and conservation activities;
- Knowledge of federal Farm Bill legislation, wetlands legislation and policy, conservation policy and history;
- Proficient use of Microsoft Office and other web-based software;
- Ability to effectively plan, organize and prioritize work activities and meet deadlines;
- Ability to prepare and present information on conservation programs and policies to peers, partners, lay audiences and elected officials;
- Possess strong written and oral communications skills with a wide variety of audiences including the general public, partners, staff, policy leaders, wildlife agency staff and other professionals;
- Possess a valid driver's license.

Minimum Education and Experience Requirements:

- Must possess or be pursuing a 4-year degree in wildlife management, environmental policy, political science or other closely related natural resource fields;
- Any combination of education, experience and training that enables the applicant to possess the required knowledge, skills and abilities to perform the job.

Salary & Employment Location: This is a full-time position (40 hrs/week), typically 8 a.m.-5 p.m., with a stipend of \$1,950 per month. The position is located in Ann Arbor, MI, but some daily and overnight travel will be required; expenses paid. The successful candidate may be able to receive additional internship credit through their university, if available.

To Apply: Fill out the application forms provided at this link, https://workforcenow.adp.com/jobs/apply/posting.html?client=ducksunli&jobId=174934&lang=en_US&source=CC3; attach a cover letter, resume, and three references with daytime telephone numbers; and submit by December 1, 2017. For more information regarding this position or to request application materials, please contact: Gildo Tori, Director of Public Policy, Ducks Unlimited, Inc., Great Lakes/Atlantic Regional Office, 1220 Eisenhower Place, Ann Arbor, Michigan 48108 (Telephone: 734-623-2000; fax: 734-623-2035, e-mail gtori@ducks.org).

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It is the policy of Ducks Unlimited, Inc. to afford equal employment opportunity to all qualified persons regardless of race, color, religion, creed, national origin, ancestry, sex (including pregnancy, childbirth, lactation and related medical conditions), sexual orientation, gender, gender identity, gender expression, age (40 or over), disability (physical, mental or visual), genetic information, marital status (including registered domestic partnership status), military and veteran status, immigration status, or any other category protected by federal, state or local law.