



# THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

## POSITION ANNOUNCEMENT

### Policy Communication Intern

The Wildlife Society (TWS) has openings for **paid, part-time, remote-based Policy Communication Interns**. Interns will be expected to work **12-18 hours per week**, and will be receive a **stipend of \$1,000 per month**. The internship also comes with a free registration for TWS' 2018 Conference in Cleveland, Ohio.

This internship is expected to begin in January 2018 and last for up to 6 months, with flexible start and end dates. TWS will cooperate with universities that offer credit for internship programs.

**TO APPLY:** Submit a cover letter, résumé, contact information for three references, a college transcript (unofficial or official), your dates of availability, and a writing sample of  $\leq 500$  words that provides an overview and analysis of a current wildlife policy issue of interest to you (e.g. proposed legislation, agency rule, etc.). **Submit all documents as one PDF to [keith.norris@wildlife.org](mailto:keith.norris@wildlife.org) by 22 December 2017**. Applications will be reviewed as they are received. Finalists will be interviewed by telephone.

**SUMMARY:** TWS' Policy Communication Internship is an excellent opportunity to learn about wildlife and natural resource policy issues, improve understanding of federal and local policy processes, and improve writing skills. Interns will regularly discuss policy issues with TWS government relations staff, and will work with TWS' professional writing team to improve their skills. A team of up to three interns will work with TWS' policy staff to daily summarize wildlife policy related news items and regulation notices related to wildlife conservation. The team will also publish 3-6 web articles each week in coordination with TWS' writing staff.

#### MAJOR DUTIES AND RESPONSIBILITIES:

- A. Work as a team to daily assess wildlife policy related news and regulation notices
- B. Research policy issues and write, edit, and publish 1-2 articles per week for [posting on wildlife.org](http://wildlife.org) and in TWS' *eWildlifer*. Work with Policy staff to select article subjects.
- C. Assist with writing TWS' [Conservation Affairs Network](http://wildlife.org) newsletter
- D. Participate in two conference calls each week with TWS' policy and writing staff to discuss policy topics and articles.

**QUALIFICATIONS:** Pursuing or have obtained a Bachelor's degree in wildlife management, wildlife biology, or related natural resource, policy, or writing degree. Applicants should have excellent writing skills, the ability to complete projects independently, show initiative, and ability to adhere to strict deadlines. Membership or previous involvement with The Wildlife Society and knowledge of federal policy processes are beneficial, but not required.

**WORKING CONDITIONS:** Remote-based internship with flexible hours and scheduling. Tasks expected to require 12-18 hours per week, including two 1-hour video conference calls. Coordination of tasks will require access to web-based documents on Google and a webcam. Option to work in TWS headquarters in Bethesda, Maryland, is available.