Tip of the Mitt Watershed Council
Policy & Advocacy Team Intern
Job Description
January 2020

**Primary Job Responsibilities:** All of the proposed activities will expose the intern to public affairs issues related to water quality, protection, and use. The work includes direct experience with government regulations, legislative concerns, public affairs, and public service. This Intern will report to the Watershed Policy Director.

**Policy Research and Advocacy:** Assist with efforts in the Lake Charlevoix Watershed to complete a social indicator survey mail project with watershed residents, shoreline property owners, and local officials. Help compile reports and PowerPoint presentations on survey analysis and results. Work on reviewing permit applications to state and local agencies. Assist with research, steering committee meetings, and local government advocacy related to greenbelts and also impacts from septic systems, including passing local ordinances in Cheboygan and Charlevoix Counties. If federal and state policy issues arise – probably rare over the summer of an election year – help with those issues, as needed. Work on efforts involving climate change. Assist in research needed for analysis of various issues; perform other duties as requested.

**POD Program Database Management:** Assist with Prescription & Over the Counter Drug Drop-off (POD) Workgroup meeting and community collection events. Work on statewide database of Michigan drug disposal locations – update and confirm locations to ensure website promoted by the State of Michigan is accurate.

**Grassroots Advocacy:** Assist with preparations, attend, and take minutes for meetings related to implementing local watershed management plans in four counties. Assist with regular updates of our Local Activist Network – the Aquavists. Help organize turn out to local government meetings. Work with groups to do letters to the editor or other grassroots actions required for support of the issues at stake.

**Education & Outreach:** Help with education and outreach on Great Lakes water levels. Participate in efforts related to a PFAS Roundtable. Assist with logistics and public outreach necessary to conduct several other large events, including the Annual Lake Association Summit in June. Attend our Annual Meeting and other events, such as lake and river clean-ups, water resource field trips, Waganakising Bay Day and other festivals. Participate in Students Experience Lake Charlevoix and help with our annual fundraiser called Whale of a Sale. Gather information for press releases. Write articles for Watershed Council and lake association newsletters. Assist with targeted mailings and outreach.

**Qualifications:** This is a full time internship with a small stipend, and may also be done to obtain college credit. Must be pursuing a degree in Political Science, Public Policy, Environmental Studies, or similar field. Must possess strong written and verbal skills, and have a valid driver’s license and a vehicle. Strong research skills and experience with social indicator surveys and software is a plus. Strong computer skills are also required, including familiarity with Word, Excel, and PowerPoint. Anticipated work dates are May 11 through August 14. End date is somewhat flexible but start date is important for orientation activities. Number of hours per week is 40. Interested candidates should contact Dr. Grenetta Thomassen, Watershed Policy Director at (231) 347-1181, ext. 1118, grenetta@watershedcouncil.org. Submit a cover letter and resume.