



## **Summer Federal Policy Fellow**

The Illinois Environmental Council works to ensure a healthful environment for all Illinoisans through education, communication, and collaboration. IEC is looking for a Summer fellow to support the expansion of our federal advocacy work. This role will work closely with and support IEC's Legislative Team, reporting to the Sr. Manager of Policy, State to Federal. Their role will mainly focus on water policy education in target congressional districts in IL and relationship building with key stakeholders in those districts, including but not limited to community leaders, IEC affiliate members, and locally elected officials. This role will work on new strategies and tactics to engage federal elected officials on the topic of Great Lakes policy

This is a unique opportunity to support the creation of new strategies and tactics for IEC in the federal engagement space.

This part-time position will be located in Springfield or Chicago, IL and will last from June - November or approximately 25 weeks. Candidates must reside within Illinois, and they must report to our office.

## **About IEC**

Since 1975, the Illinois Environmental Council (IEC) has worked to safeguard Illinois—its people, its plants and animals, and the natural systems on which all life depends by building power for people and the environment. Representing over 100 environmental organizations operating in Illinois, IEC carries out its mission to advance public policies that create healthy environments across Illinois through education, advocacy, and movement building.

IEC works at all levels of government by bringing together the Illinois environmental community to influence decision makers and ensure clean air, clean water and healthy communities. We coordinate our affiliate member organizations to share resources, mobilize supporters, and respond quickly to the most pressing issues facing the environment in Illinois. From building consensus around an annual environmental agenda to lobbying city, state, and federal decision makers, IEC takes pride in leading our environmental movement in Illinois.

We strongly encourage candidates of all backgrounds and identities to apply. Each new hire is an opportunity for us to bring a different perspective, and we are always eager to diversify our organization further. IEC/IECEF is committed to building an inclusive, supportive place for you to do the best and most rewarding work of your career.



## **Employee Benefits / Important Requirements**

The fellowship is a part-time, in-person position located in Springfield or Chicago, IL. Candidates must reside in Illinois.

- **Location requirements:** *In-person*
- **Hours per week:** *Estimated 30 hours per week*
- **Compensation:** *\$20.75/hour*
- **Duration:** *June - November, approximately 25 Weeks*

## **Responsibilities**

- Support the creation of educational materials on clean water and Great Lakes issues, including blog posts, policy analysis, webinars, and Congressional district-specific background materials.
- Assist with district-level research and power mapping in targeted Congressional districts to identify key stakeholders, community leaders, and local clean water priorities
- Conduct outreach in targeted Congressional districts to support community building, stakeholder relationships, and connection.
- Administrative support to the Sr. Policy Manager, State to Federal, including scheduling, tracking deliverables, preparing meeting materials, and internal coordination
- Join IEC staff and partners in meetings and events with legislators and other key stakeholders
- Support communications and engagement efforts in selected Congressional districts, including maintaining contact lists and assisting with outreach tracking.
- Provide summaries, reports, and policy analysis as necessary
- Other duties as assigned

## **Physical Requirements: Have the ability to:**

- Operate a computer.
- Work at a desk for extended periods.
- Ability to participate in meetings, events, or activities, including outdoor settings, that may extend over long periods
- Communicate and exchange information.

## **Qualifications**

- Educational or work experience related to environmental issues and/or general public policy.
- Excellent communication skills.
- Strong time management skills.
- Excellent interpersonal skills and ability to work with diverse groups and people.
- Commitment to and knowledge of equity, diversity, inclusion, and allyship work.
- Proficiency using both the Microsoft and Google software suites



- Highly organized.
- Ability to coordinate multiple tasks and work independently.
- Knowledge of sustainable office practices, such as plastic reduction and recycling.
- Interest in environmental issues and policies.

### **Equal Opportunity Employer**

IEC/IECEF is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, gender expression or identity, religion, age, national origin, ancestry, marital status, protective order status, veteran status, sexual orientation, citizenship status, genetic information, ancestry, religion, pregnancy, certain arrest or criminal history records, homelessness and use of lawful products outside of work during non-working hours or any other protected characteristic as outlined by federal, state, or local laws.

### **Equity, Allyship, and Powerbuilding Values**

IEC/IECEF is always working to ensure that everyone on our team feels engaged and supported in all areas of the organization's operations as we work to become a fully inclusive, multicultural, and anti-racist organization.

We are only as powerful as the people in our movement and those we serve. Building power for people and our environment in Illinois requires us to actively combat social and political power dynamics that disenfranchise marginalized communities across a broad range of issues beyond those that fall squarely within traditional environmental policy. When marginalized communities are empowered, environmental protections become more possible. Thus, we are called to stand in solidarity as allies with those fighting for justice and to strengthen our democratic institutions where power drives policy change.

### **Important Requirements, Hours, and Pay**

The fellowship is a part-time in-person position located in Springfield or Chicago, IL, and will work approximately 40 hours per week for up to 25 weeks. The fellow will be paid \$20.75/hour. Candidates must reside in Illinois.

### **How to Apply**

Introduce yourself to us as a colleague in your cover letter. Show us your future here! We value great writers, so be yourself and take your time with the application. Stock cover letters won't do. Tell us why you want this job.

Applications must be received by Friday, April 24th, COB.



To apply, please send a resume and cover letter to Cate Caldwell with the subject line " First Name Last Name - Federal Policy Fellow. By email: [cate@ilenviro.org](mailto:cate@ilenviro.org)

IEC/IECEF is an equal-opportunity employer.