Position: Nevada Campaigns Intern  
Location: Nevada  
Reporting to: Campaigns Director  
Timeline: June - November 2024 (ranging from 15-25 hours per week)  
Status: Non-Exempt, internship, temporary

Background
Protect Our Winters (POW) (501-c3) helps passionate outdoor people protect the places we live and experiences we love from climate change. Founded by pro snowboarder Jeremy Jones in 2007, POW works against climate change by turning passionate outdoor people into effective climate advocates. We are a community of athletes, scientists, creatives, and business leaders advancing non-partisan policies that protect our world today and for future generations. We work hard, and we enjoy taking our meetings to the chairlift or backcountry.

The Opportunity
We are looking for an individual to work closely with our Campaigns Team for up to 25 hours per week. The position will be responsible for supporting the Campaigns Team with projects including federal legislative policy, coalition participation, and significantly supporting POW's get-out-the-vote campaign and operations. While this individual is expected to perform some administrative tasks, there are opportunities to work on long-term strategic campaigns. The ideal candidate will be highly organized, able to juggle multiple tasks, manage their own workload, and take initiative and personal responsibility for all assignments.

Description of Responsibilities
- **Electoral Campaigns**
  - Responsible for coordinating work relating to POW's stoke the vote tactics, including research and design, distribution of content, and building toolkits and training materials
  - Planning events in the region to engage outdoor enthusiasts in Nevada for our voter turnout campaigns
  - Organizing POW community members in Nevada to support POW campaigns

- **Administrative**
  - Assist with event logistics relating to POW's campaigns
  - Support Campaigns Team with administrative tasks including but not limited to: invoice processing, travel logistics, presentation development, Salesforce data entry, and materials preparation

Skills, experience, and qualifications that will help you be successful:
- An exceptionally strong academic record and academic or internship experience in the environmental policy, advocacy, and/or climate change arena preferred
- Highly developed analytical skills
- Ability to work in a fast-paced, mission-driven organization
- Ability to manage multiple projects with minimal direction in a remote setting
- An excitement to take on many different types of tasks and assignments
- Comfort with all standard software programs (Microsoft Word, Excel, PowerPoint) as well as Google Suite (Documents, Sheets, Slides)
Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job and is subject to change in POW’s sole and absolute discretion.

Details of Internship:
The internship position will be up to 25 hours per week from approximately June 10 - August 30, 2024 and then moving to up to 15 hours approximately September 1 - November 8, 2024. The position will be compensated at $20 hourly.

Location: Due to the assignments and nature of this internship position, the candidate must reside in the state of Nevada for the entire term of the position (June - November 2024). Housing is not provided.

How to Apply:
Please send your resume and no more than 300 words on what skills you hope to gain and what skills you bring to the table in this internship to work@protectourwinters.org with “Campaigns Internship” in the subject line by Monday, May 20, 2024.

At POW, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. POW believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.