



NORTH DAKOTA WILDLIFE FEDERATION

Job Description

Job Title: North Dakota Wildlife Federation Legislative Assistant

Reports to: Executive Director

Classification: Part time (December 15th - May 15th, 2023)

Compensation: \$15-\$20 an hour based on experience

Location: Bismarck, ND

Description:

Under the direction of the North Dakota Wildlife Federation Lobbyist, an Intern will assist in the coordination of meetings/projects with coalition partners, elected officials, and other key decision makers. Interns also provide support in preparing and delivering letters and reports, drafting memos and e-mail action alerts, compiling and maintaining spreadsheets, producing educational materials, and other research, administrative and communication tasks.

Duties:

- Research and provide input on issues related to hunting and angling such as environmental issues, habitat issues, access issues, etc.
- Conduct research and track state, local, and federal legislation affecting sportsmen and women;
- Attending legislative committee hearings, subcommittee meetings, and legislative events;
- Participating in conference calls with conservation partners and NDWF board members as necessary;
- Regularly communicate via e-mail and other means with the Executive Director
- Complete weekly legislative reports;
- General administrative office support as needed.

Qualifications:

- Interest in government relations, lobbying, law, public policy, political science, or related field;
- Ability to work collaboratively in promoting the goals and objectives of the office;
- Superior written and oral communication skills;
- Creative and strategic thinking;
- Ability to work independently;
- Ability to perform multiple tasks effectively and efficiently in a fast-paced environment;
- Ability to effectively use technology and social media.

If you meet more than 75% of the qualifications of this description, we support your application.

Contact:

John Bradley

Executive Director

contact.ndwf@gmail.com

northdakotawildlife.com