



Governor's Energy Office

JOB ANNOUNCEMENT 2010 Legislative Session Intern

Objective

Assist the Governor's Energy Office (GEO) and its lobbyist with legislative policies and projects for the 2010 Legislative Session of the Colorado General Assembly.

Legislative Intern Shall

- Become familiar with the Governor's Energy Office program activities and policy initiatives.
- Review proposed legislation, including the Governor's position, amendments, votes, hearing testimony, and status in legislative process.
- Attend legislative committee meetings on legislation being tracked.
- Provide weekly legislative updates and timely reports on committee hearings of legislation being tracked to the GEO staff, lobbying team, Governor's Office staff and other coalition members, as identified.
- Research additional information, as requested.

Legislative Intern May

- Create fact sheets, position statements, and/or talking points on priority legislation or for technical clarification.
- Represent the GEO in meetings with legislators and/or other lobbyists, stakeholders, organizations, or interested parties.
- Volunteer in other capacities at the GEO.

Successful candidates will:

- Have a familiarity of the Colorado State legislative process and general knowledge of energy and sustainability issues.
- Excellent written and verbal communication skills.
- Ability to understand content and policy implications of bills.
- Proficiency at Microsoft Office, Excel and communicating via email.
- Strong organizational & time management skills.
- Flexibility to adjust to changing legislative schedule
- Ability to manage multiple tasks & timelines independently
- Willingness & ability to maintain confidential information.
- The Legislative Intern should have a flexible schedule and be available 30 to 40 hours per week, beginning January 1, 2010 until mid-May. This internship is an unpaid position.

Interested Candidates should complete GEO's [Internship Application](#) and note interest in this position in cover letter.