



## 2026-2027 Policy and Advocacy Intern

**Internship Title:** Policy and Advocacy Intern

**Department:** Policy

**Reports To:** Ariana Rickard, Policy Director

**Status:** Intern (10-months)

**Prepared Date:** April 2026

**Position Overview:** Under the direction of the Policy Director, the Policy and Advocacy Intern will gain hands-on experience in the intersection of land conservation and legislative action. This role offers a unique window into how a regional non-profit navigates municipal, state, and federal government structures to protect natural resources. The intern will provide critical administrative and research support, helping to translate the Land Trust's conservation goals into actionable policy support.

### **Duties and Responsibilities:**

- Attend Sonoma County General Plan update meetings to monitor developments and provide detailed notes to the policy team.
- Draft comment letters providing organizational feedback on the General Plan.
- Provide tactical support for the Sonoma County Regional Parks funding measure campaign.
- Assist with logistical planning of any site tours for elected officials, state agency staff, and stakeholders if needed.
- Assist the Policy Director and lobbyist in tracking and analyzing environmental legislation. Summarize key bill components and their potential impact on land conservation.
- Participate in Advocacy Day in Sacramento, assisting with meeting preparation and attending legislative visits to represent the organization's interests.
- Maintain accurate logs of internship hours and provide regular status updates on various policy initiatives.
- Establish three measurable and relevant learning objectives at the start of the program to ensure specific career and skill-building milestones are met.
- Participate in weekly check-ins with the Policy Director to track progress, discuss policy nuances, and adjust objectives as needed.

### **Requirements:**

- Must be 18 years or older.

- Current enrollment in or recent completion of a degree in Political Science, Environmental Policy, Public Administration, or a related field.
- Must have reliable transportation to the Sonoma Land Trust office and for occasional local meetings.
- Excellent written communication skills, including high proficiency in grammar and spelling.
- Ability to interact in a positive and professional manner with diverse groups, including staff, volunteers, elected officials, and community partners.
- Must have a basic understanding of Microsoft Suite apps and products:
  - Spreadsheets (e.g., data entry, basic formatting, tracking)
  - Microsoft Word
  - Outlook
  - Box (preferred but not required)
- Demonstrate punctuality by arriving on time for scheduled activities and having all necessary materials prepared.
- Ability to commit to 4 hours per week at the Sonoma Land Trust office.
- A willingness to learn and pivot in a fast-paced environment where legislative priorities may shift.
- Responsiveness to feedback and a strong commitment to follow-through on all assigned tasks and deadlines.

**Schedule and Compensation:**

This seasonal internship without benefits begins August 2026 and ends May 2027 with a total time commitment of approximately 145 hours. The stipend for completion of the internship is \$3,100 paid in four installments.