



**Friends of Acadia 2019 Advocacy Assistant
Summer 2019 Term Position
Bar Harbor, Maine
January 8, 2019**

Friends of Acadia (FOA) is a highly respected non-profit organization engaged in environmental and conservation issues of importance to Acadia National Park and the surrounding communities. The organization is seeking an Advocacy Assistant for the 2019 summer. FOA's advocacy work is intended to advance the interests of the park and its visitors before Congress, the Maine Legislature, within the National Park Service, and before other federal, state, and local bodies. The Advocacy Assistant will help execute FOA's advocacy work by developing and disseminating clear and concise information about current issues facing Acadia National Park. The Advocacy Assistant will be supervised by FOA's Conservation Director and will work in conjunction with an advisory Advocacy Committee comprised of FOA Board members and community representatives.

Duties:

1. Research and prepare briefing statements about conservation policy issues facing Acadia National Park and the surrounding communities. These may include Acadia's budgetary shortfalls, the impacts of climate change at the park, the backlog of deferred maintenance projects, air quality issues, transportation projects and needs, invasive species, and more.
2. Work with Friends of Acadia staff to extract information from these briefing statements for the Friends of Acadia website, social media, and PowerPoint presentations.
3. Adapt at least one of these briefing statements into an opinion editorial for publication in Maine.
4. Write an Advocacy Corner update for the Friends of Acadia journal.
5. Attend meetings, press events, and Congressional visits as appropriate.
6. Write an end-of season evaluation of work experience with FOA.
7. Perform other duties as assigned.

Qualifications: Excellent oral and written communication skills. Willingness to work independently and take initiative. Knowledge of or willingness to learn about Acadia National Park and the issues facing the park. Familiarity with local, state, and federal government processes. Willingness to pitch in with any task that contributes to the overall success of Friends of Acadia. Good sense of humor. Experience with government affairs and policy desirable.

Period of Service: Somewhat flexible, but approximately June 10, 2019 – August 23, 2019 (440 hours total). Office hours are Monday to Friday, approximately 8:30 a.m. – 5:00 p.m. with a half-hour unpaid lunch

break each day. Intern may be asked to work weekend or evening hours occasionally but will not work more than 40 hours/week. **Wages:** \$14.00/hr. **Pay period:** Every two weeks. **Housing:** Not provided. **Work Environment:** Most of the work is performed indoors and may involve long periods of sitting at a desk. **Other Requirements:** Applicant will be expected to maintain a professional, office-casual appearance. Applicant may be required to use his/her personal vehicle and have a valid driver's license. Applicant will be reimbursed for mileage on official Friends of Acadia business.

To Apply: Email cover letter, resume, and three references to Stephanie Clement at stephanie@friendsofacadia.org.

Application deadline: March 4, 2019 or until filled

Call Friends of Acadia at (207) 288-3340 or 1-800-625-0321 with questions. Friends of Acadia is an Equal Opportunity Employer.