RESEARCH AND POLICY INTERNSHIP

GENERAL INFORMATION
- Sponsor: Drew Glover, Council Member & Activist
- Email: dglover@cityofsantacruz.com
- Quarter: Spring
- Interns/ hrs: 3 Intern/ 12-18 hrs/week

INTERNSHIP DESCRIPTION
Councilmember Drew Glover is looking for motivated college students who are interested in creating dynamic groups of 3 (or more) to address environmental policies important to both students and constituents. Each team member contributes using the skills in which they excel while gaining hands-on experience in the areas where they wish to improve. You and your team will conduct research, write and analyze reports, and craft presentations for City Council meetings. The ideal candidate is interested in a career in local government and/or obtaining a theoretical and practical understanding of local environmental policies. The goal is to get the ball rolling on creating or changing ordinances, passing legislation, gaining knowledge on policy creation, or increasing public education/awareness. Due to the interconnectedness of our surroundings, areas of focus can go beyond Environmental Policy. Relevant topics may integrate with: Housing, Harm Reduction, Waste Management, Public Safety, Budget Analysis, Transportation and Water Policy. If you are passionate about a different topic and you would like to pursue it, we support you. The City of Santa Cruz offers an outstanding environment for learning, professional growth, and community involvement. This unpaid internship provides a unique opportunity to interact with various City departments while challenging yourself with rewarding work. This leadership, research, and public speaking opportunity will be an excellent addition to your resume. After completion, a letter of recommendation and an evaluation report will be available upon request.

BENEFITS
- Respect - A professional work environment where you will be able to add your perspective to a diverse group of people working for positive social change.
- Course Credit/Letter of Recommendation - if applicable, college/university credit may be provided or a letter of recommendation from Councilmember Glover
- Growth - An environment that enhances critical thinking skills, presentation, research, analysis, and networking skills.
- Experience - Bolster your resume for future job prospects

ROLES AND RESPONSIBILITIES
- There is a 10-week minimum requirement with opportunity for an extension at the end of the quarter.
- Time requirements are 12 to 18 hours a week with opportunity for working remotely
- Attend relevant commission meetings from the following: Arts Commission, Sister Cities Commission, Equal Employment Opportunity Committee, Board of Building and Fire Appeals, Historic Preservation Commission, Parks and Recreation Commission, Planning Commission, Downtown Commission, and Water Commission

See Next Page for More Information on How to Apply!
QUALIFICATIONS AND SKILLS

- Matriculated college students age 18 or over
- Pursuing a degree in Environmental Studies, Public Policy, Public Administration, Business Administration, Economics, Political Science, Urban Planning, or closely related majors
- Intermediate level in Microsoft Word and Google Docs
- Willingness to learn relevant software if applicable
- Ability to manage multiple projects with competing deadlines

- Strong research and organizational skills with the ability to self-motivate when needed
- Strong writing skills and attention to detail for drafting and editing documents
- Creative thinker with analytical skills who can produce independent ideas for team consideration
- Team player

PROJECTS TO CHOOSE FROM

- What does environmental harm reduction look like?
- What are the environmental impacts of FDA approved pesticides on parks?
- Should we have a climate and biodiversity committee?
- How does Santa Cruz’s water policy affect the local environment?
- How does the California Environmental Quality Act affect the local environment?
- What kinds of “green” building materials does the City of Santa Cruz enforce, and how does that affect the local environment? Are there ways to improve this?

- How does homelessness affect the local environment?
- How can Waste management and plastic recycling be improved in Santa Cruz?
- What are the Policies that prohibit the use of single-use plastics? Are they effective?
- What is Pesticide reform and what are its alternatives?
- What is Water quality and storage? And what are the effects of its policies?

APPLICATION REQUIREMENTS

- Resume
- Cover letter- Please include relevant coursework for team placement and skill diversity, areas of work listed in the description that resonates with you and why, where you found this internship and your availability for the quarter/semester
  - We are excited to build teams that include students from different backgrounds, knowledge, interests, and training. This is your time to shine!
- Writing Sample of a well-graded paper (no more than three pages)
- Send requested materials to dglover@cityofsantacruz.com

DEADLINE: 2-WEEKS BEFORE START OF THE QUARTER

See Next Page for More Information on The 5 Phases!
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<tr>
<th>Phase 1 (2 Weeks)</th>
<th>Phase 2 (2 Weeks)</th>
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| • Intern interview—policy placement/match  
  • Intern fills out relevant paperwork  
  • Attend one city council meeting  
  • Introduction to administrative work for city office familiarization  
  • Research into a relevant policy choice  
  • Summary/check in with City Councilmember Glover to discuss findings  
  • Weekly one-page write-ups on findings and to come up with a plan for the next course of action  
  • Attend one intern team building meeting  
  • (Students should be preparing for their first midterm if their classes offer two midterms) | • Follow the planned course of action  
  • Attend one city council meeting  
  • Form list of persons to contact for more information regarding their chosen area of policy/focus  
  • Meet with them  
  • More administrative work  
  • Weekly one-page write-ups on findings and to come up with a plan for the next course of action  
  • (Students should be preparing for midterm if one was not given before) |
| Phase 3 (2 Weeks) | Phase 4 (2 Weeks) |
| • Prepare a mini-presentation for councilmember Drew and/or team members  
  • Receive feedback  
  • Take feedback and prepare for 1st presentation to be given in phase 5  
  • Weekly one-page write-ups on findings and to come up with a plan for the next course of action | • Attend one intern team building meeting  
  • Finalize research requirements (interviews, meetings, etc)  
  • One-page write-up on findings and to come up with a plan for the next course of action  
  • One-page write-up of experience thus far  
  • Meet with Councilmember Glover to discuss write up  
  • Come up with the next course of action if possible, or their desired course of action if time were not an issue |
| Phase 5 (2 Weeks) |                     |
| • Interns submit internship evaluation/feedback  
  • Present presentation to Councilmember Glover or City Council if applicable  
  • Request extension of internship or letter or recommendation/evaluation  
  • (Students should be preparing for finals at this point) |                     |