

# Oregon Sea Grant Legislative Fellowship

Graduate-level work with Oregon lawmakers on ocean and coastal policy issues

**Applications due:** October 7, 2022, 5:00 pm PST

Oregon Sea Grant will sponsor a State Legislative Fellowship during the 2023 Oregon Legislative Session for a graduate student or recent graduate of a Masters, professional degree, or PhD program with an interest in marine and coastal policy issues.

**Purpose:** The objectives of the Fellowship are:

- to provide technical expertise on marine and coastal issues to legislators;
- to deliver timely reports on current coastal issues for Sea Grant and other interested parties;
- to help an early career individual develop knowledge of the legislative process as it relates to coastal and ocean issues;
- to encourage early career skills necessary to work with various levels of government and with private and state resource organizations.

The Oregon Sea Grant Scholars Program has focused on broadening participation and diversity by restructuring our recruitment and review processes to make them more equitable. Our intent is to be more inclusive of applicants from various cultural, ethnic, and socioeconomic backgrounds with unique lived experiences, skills, and interests; including applicants that may have had fewer opportunities in the marine policy field. In line with this initiative, applicants will have the opportunity to demonstrate how their experience with diverse stakeholder groups and communities might apply to this fellowship, and how they think this fellowship will advance their long-term career goals. Learn more about [Oregon Sea Grant's diversity, equity, justice, inclusion, and accessibility \(DEIJA\) work](#):

## Duties of the Fellow

The [Oregon Sea Grant Legislative Fellow](#) will provide a variety of professional services to the legislature, but will not assume a political position or take the role of advocate or lobbyist on any issue. The Fellow is expected to be objective and cooperative on issues where personal opinions may differ and to maintain a non-partisan position.

Between November and January, the Fellow will need to prepare for the legislative session. That preparation must at least include:

- Studying the Oregon legislative process and the [Oregon Coastal Management Program](#).
- Studying the results of the previous legislative session that address issues pertinent to coastal communities.
- Meeting with Oregon State University's Executive Director of Government Relations.
- To the extent possible, Sea Grant will also arrange preparation that may include:
  - Attending an orientation meeting in Salem for new legislators.
  - Attending an Emergency Board meeting, Interim Joint Legislative meeting, or similar.
  - Attending a meeting with coastal legislators (the Coastal Caucus) prior to the Session.
  - Attending a meeting of the Oregon Coastal Zone Management Association (OCZMA), if applicable.
  - Attend meetings with coastal stakeholders and community members identified by the Coastal Caucus, OCZMA, and others.

When the legislative session begins, the Fellow will be expected to work full time with primary duties in Salem until the end of the legislative session or August 31, 2023, whichever comes first. The Fellow will:

- Provide some direct staff support to the Chair of the Coastal Caucus, but not routine clerical work.
- Provide professional services, as a marine and coastal expert, to the Coastal Caucus and to natural resources committees.
- Serve as a resource for communication with coastal constituents and key stakeholder groups.
- Monitor and research legislation and legislative issues affecting marine resources and the Oregon coast.
- By arrangement of the Coastal Caucus, draft timely reports on significant legislative issues and a summary of important happenings on issues affecting the Oregon coast.
- Through frequent visits, maintain contact with the general staff of the Caucus members and of committees, and the staff handling coastal resource issues.
- Staff weekly meetings of the Coastal Caucus, which includes working with the Coastal Caucus Chair to manage the agenda, incorporating requests by Caucus members and others for agenda items/speakers, preparing copies of documents relevant to agenda items, and ensuring that meetings run smoothly through proficiency with available technology.
- Organize informal meetings of the Coastal Caucus and with their staff at regular intervals to maintain a flow of information on the progress of coastal issues and bills through committee hearings.
- Produce informal quarterly reports, as blog posts or other public science communication media, and a final scholarly report analyzing the progress and outcomes of marine and coastal issues dealt with during the session and discussing potential implications for Oregon Sea Grant and other interested parties. (Note that all meetings are confidential. All products are subject to review by the Chair of the Coastal Caucus or their designee.)
- Serve as a resource for communication with coastal constituents and key stakeholder groups.
- Attend Oregon Sea Grant meetings, as appropriate.
- Other duties may be assigned during the course of the fellowship by Coastal Caucus members.

### **Professional Development - Mentoring and Networking**

Oregon Sea Grant is committed to mentoring and professional development. In addition to Oregon Sea Grant Scholars Program personnel, we anticipate providing the Fellow with various resources for professional networking and mentoring to support their success during the Fellowship. The Chair, members of the Coastal Caucus, and their general legislative staff will be instrumental resources for the Fellow and are expected to hold regular check-ins to assess progress and overall well-being of the Fellow. In addition to these primary points of contact, Oregon Sea Grant has identified other individuals who can serve as resources and provide a professional network in the state policy arena. These may include current and former OSG fellows, such as through the OSG Scholars Program's Graduate Fellow Community of Practice, and other interns and Fellows working in Oregon's Legislature, such as with the Legislative Policy Research Office. We also anticipate that Oregon State University's Executive Director of Government Relations will serve as a primary point of contact for the fellow. Finally, previous Oregon Sea Grant Fellows have created [individual development plans](#) to be used with their mentors and are suggested as a good practice for all early career individuals. We will provide this resource for the OSG Legislative Fellow to use.

### **Schedule of Dates:**

- Informational Webinar: September 20, 2022 at 10:00 – 10:30 am PST

- Register for this webinar here:  
[https://oregonstate.zoom.us/meeting/register/tJwpdOCpqzlvH9PflZzkjRtS9m4bvFvV\\_71r](https://oregonstate.zoom.us/meeting/register/tJwpdOCpqzlvH9PflZzkjRtS9m4bvFvV_71r)
- After registering, you will receive a confirmation email containing information about joining the meeting. Note that a recording of the webinar will be made available if you cannot attend.
- September 30, 2022 :Submit intent to apply to [eseagrant@oregonstate.edu](mailto:eseagrant@oregonstate.edu) (deadline strongly preferred) – Include “OSG Legislative Fellowship” in the subject line.
- October 7, 2022 by 5:00 pm Pacific: Application due
- Early October: Interviews for top applicants
- Late October: Decision announced
- November: Fellowship begins
- November – February: Orientation Period (meet with Coastal Caucus legislators and staff)
- February 1, 2023: Legislative session begins
- Ten days after the end of the legislative session, no later than August 31, 2023: Fellowship ends

### **Fellowship Duration:**

The fellowship will begin approximately three months prior to the beginning of the Oregon Legislative session and conclude 10 days after the session ends or on August 31, 2023, whichever comes first.

### **Fellowship Award**

The stipend provides at least \$4000 per month from November until 10 days after the session ends or until August 31, 2023, whichever comes first. In addition to living expenses, the stipend may be used to support fellowship related professional development, educational supplies, health insurance, and travel expenses. All Oregon Sea Grant fellows are required to have health insurance.

### **Eligible Applicants**

The applicant must be enrolled in a Masters, Ph.D. or professional degree (e.g., law school) in any discipline at an accredited college, university or non-profit academic institution of higher education physically located in Oregon or have completed their degree from any US institution after December 2021. Applicants from Oregon institutions with knowledge of Oregon coastal and marine policy issues are preferred. Women and individuals from underrepresented or underserved communities are encouraged to apply. Previous OSG Legislative Fellows are not eligible to apply. Applicants must be eligible to receive stipends from Oregon State University; Oregon Sea Grant cannot support visa applications for this position. Non-US citizens may be subject to additional taxes depending on US tax treaties. Any relevant work authorization paperwork must be completed by fellows prior to the start date of the fellowship.

### **Qualifications**

Applicants must demonstrate the following qualifications in their application:

- Suitable professional background and interest in coastal and marine policy issues in Oregon and the region.
- Experience with independent research and synthesis writing.
- Ability to process and respond effectively to constructive criticism.
- Exceptional written and verbal communications skills.
- Ability to deal objectively and tactfully with a wide variety of people under stressful and hurried conditions.
- Ability to maintain a non-partisan, non-political position.

- Flexibility in time scheduling and willingness to work long, irregular hours during the legislative session.

### How to Apply

Oregon Sea Grant uses eSeaGrant for fellowship applications submission. In order to access this system, you must email [eseagrant@oregonstate.edu](mailto:eseagrant@oregonstate.edu) declaring your interest in applying (even if you have used this system before). Please include “OSG Legislative Fellowship” in the subject line. Email registration at least one week prior (September 30, 2022) to the application deadline (October 7) is strongly preferred, but not restrictive. Stating your interest does not obligate you to apply. Once you submit your interest in this opportunity, an eSeaGrant account will be created for you to access the application materials. All components of your application will be submitted through this system, including letters of recommendation. Some aspects of the system may take some time to learn how to navigate, and we are here to provide assistance as needed; however, please do not wait until the last minute to apply.

### Application Materials:

Incomplete, late applications, and applications that do not follow the formatting guidelines will not be considered. **PLEASE PREPARE YOUR APPLICATION IN ACCORDANCE WITH THE GUIDELINES AND CAREFULLY REVIEW BEFORE SUBMITTING.** A complete application will include the following four (4) elements:

1. A current résumé or curriculum vitae (CV). The résumé/CV must be in 12 point font with 1” margins, must not exceed two (2) pages in length, and must include the following elements:
  - name and contact information (including address, phone number, and email);
  - education history;
  - work and volunteer history;
  - publications or presentations;
  - if applicable: any funding support, either current or pending, and any previous awards or honors; and,
  - any other résumé /CV information you wish the reviewers to consider.
  - Sample [résumés](#) and [CVs](#) from the Oregon State University Career Development Center may be helpful.
2. A personal narrative statement. This statement should be your original, written work. Any background materials should be referenced and cited appropriately. The “References Cited” do not count towards the page limit. Please contact us with any questions. The statement must be in 12-point font with 1” margins, use 1.5 line spacing, must not exceed three (3) pages in length, and should describe the following:
  - Why you are a good fit for the OSG Legislative Fellowship, and why you want this particular position
  - How the Fellowship relates to your career goals
  - Your experience interacting with diverse communities or stakeholder groups **and** how this experience will help you succeed as a fellow (you may find [is useful to consider what makes an effective diversity statement](#))
  - How you would address the purposes and duties of the Fellowship.
3. Clear, scanned copies of up-to-date transcripts for all graduate **and** undergraduate coursework. At the application stage, unofficial copies are acceptable. If you are selected for this fellowship, official transcripts may be required at that time. If possible, please redact your birthdate, social security number, and/or student ID number, if included on your transcript. Please do not have

these sent separately but include the copies of your transcripts with your application in eSeaGrant.

4. Two [letters of recommendation](#) (linked LOR tips & tricks)- one must be from the applicant's major professor or advisor. The second letter of recommendation can come from anyone of your choosing familiar with your abilities. The applicant will request letters of recommendation directly through the eSeaGrant system, and the letter writer will upload their digital letter of recommendation onto eSeaGrant. Make sure your recommendation writers have sufficient time to get the letter to us by or before the application deadline; **letters of recommendation must arrive by the application deadline for the application to be considered.**

#### **Additional Information**

Any questions related to this fellowship can be directed to:

Stephanie Ichien

Research and Scholars Program Coordinator

[stephanie.ichien@oregonstate.edu](mailto:stephanie.ichien@oregonstate.edu)