



2020-21 Houston Policy Challenge

Climate Change and Environmental Justice

Student Leadership Information and Application

APPLICATION DUE: April 6th at 11:59pm

Program Description

Houston Policy Challenge (HPC) is an annual program and competition that lets students learn about and respond to a policy issue facing Houston leaders and residents. HPC is led by a small team of student coordinators advised by staff from the [Center for Civic Leadership](#). HPC coordinators collaborate with Rice faculty and community experts, and develop resources, curriculum, and programming that guide participants through issue research, community engagement, reflection, and individualized team advising. HPC program participants work together in teams to develop community-focused policy proposals which they present to a judges' panel of local leaders in late February. HPC 2020-21 will focus on climate change and environmental justice.

2020-21 HPC Coordinators will grow as civic leaders by:

- learning deeply about issues of climate change and environmental justice, including specific challenges and current policies in the Houston area.
- engaging directly with Houston area issue leaders and stakeholders.
- introducing students from a variety of backgrounds and perspectives to civic leadership through an engaged, community-focused approach to advocacy and public policy.
- designing resources and events that will educate participants about climate change and environmental justice and prepare them to develop their own policy proposals.

HPC Coordinator responsibilities begin in summer of 2020 and finish shortly after the competition event in late February 2021.

During Summer* 2020, HPC Coordinators will work together to:

- research the policy issue and produce a written report that includes a general overview of the issue area and summaries of several locally-pertinent issue subtopics.
- identify key Houston area issue stakeholders.
- develop an outline of the HPC program for participants.

*All summer responsibilities can be done remotely, and do not require students to be in Houston.

During Fall 2020, HCPC coordinators will:

- lead 2 HPC program info sessions.
- identify campus and community experts to serve as program panelists and competition judges.
- develop an e-folder of issue- and public-policy related resources for participants.
- lead program events (program kick off and community expert panel and workshop).
- co-lead individual team advising meetings.

During Spring 2021, HPC Coordinators will:

- plan and execute program events (faculty workshop and competition event).
- co-lead individual team advising meetings.

Houston Policy Challenge Student Leadership Application

Application Materials and Instructions

To apply to be a HPC Coordinator, you will need to submit:

- The CCL general application, which includes a current resume
- A cover letter

How to submit your application:

Complete the CCL general application through the “Apply Now” portal, <https://cclapp2.rice.edu/application/> (select Houston Policy Challenge Coordinator) and then upload your cover letter as a PDF under “Supplemental Materials.” This upload option will appear *after* you click “submit” within the application portal. **Please upload your cover letter as a single PDF. All application materials must be submitted by 11:59pm, April 6th, 2020.** Any questions may be directed to the CCL Director of Programs and Partnerships, Elizabeth Vann, evann@rice.edu.

Cover letter purpose and format

The purpose of a cover letter is to introduce yourself, highlight pieces of your resume, and express your interest in the program. Cover letters are essential components of many academic and professional application processes; the HPC Coordinator application provides an opportunity for you to work on developing your cover letter writing skills.

General tips for cover letter writing:

- Communicate clearly
- Write professionally without typographical or grammatical errors
- Use the language of the position posting
- A cover letter should be no more than one single-spaced page, with three to four paragraphs

Recommended format for your HPC cover letter:

Date

HPC, Center for Civic Leadership
6100 Main St. Houston, Texas 77005

Dear HPC Selection Committee:

First Paragraph: Short paragraph that introduces you, your general interest and motivation in applying to the position, and two to three reasons why you would be an excellent HPC coordinator.

Middle Paragraphs (1-2 paragraphs): Longer paragraphs where you elaborate on skills and interests and relate them to being a HPC Coordinator. Be brief yet informative. Draw on the position description and related questions below to guide you as you write these middle paragraphs:

As preparation to lead student participants and interact with Houston stakeholders regarding climate change and environmental justice, HPC Coordinators will complete an in-depth study of the issue over the summer. *Why are you motivated to spend time acquiring a deeper understanding of climate change and environmental justice issues and policies affecting the Houston area?*

As a Learn Level program in the Center for Civic Leadership, HPC aims to introduce students from a variety of backgrounds and perspectives to civic leadership through an engaged, community-focused approach to advocacy and public policy. *What do you see as the value of such a program for student participants and what strengths would you bring to the role of peer leader in this program?*

Final Paragraph: Summarize skills, emphasize interest, and provide best means of follow-up communication.

Sincerely,

Your Typed Name

Additional resources from CCD on cover letters and resumes:

[Guides and Presentations](#)

[Guide to Resume Writing](#)

[Freshman Resume Guide](#)

[Resume Writing Presentation](#)

[Correspondences and Cover Letters](#)