



Earth Day Coalition
3606 Bridge Avenue, STE #4
Cleveland, OH 44113
(216) 281-6468 | earthdaycoalition.org

Intern Position:

Program Assistant

Start Date:

Fall 2016 to Spring 2017

Time Commitment:

Flexible, 4 hours per week minimum

Pay:

Unpaid, voluntary

Earth Day Coalition, a local non-profit located in Ohio City, is looking for a part-time, voluntary intern to plan and lead environmental science lessons in surrounding high schools. This internship will serve as a great way to gain experience with educating others and non-profit work in a flexible and fun environment!

What Is the Student Environmental Leadership Program?

The Student Environmental Leadership Program is the only comprehensive environmental education program located in northeastern Ohio high schools uniting urban and suburban high schools in becoming environmentally aware and involved in their schools and communities. The Student Environmental Leadership Program educates students by giving them the tools to improve the quality of their environment while building sustainable neighborhoods.

Primary Responsibilities:

The primary function of this position is to assist with the Student Environmental Leadership Conference during Fall 2016.

Specific duties will include:

- Working alongside the Program Director in educating science lessons in surrounding high schools.
- Planning the Annual Student Environmental Leadership Conference for Fall 2016.
- Writing press releases and articles for programs and student projects.
- Providing program support by seeking donations and resources to support the program and student projects.
- Assisting Mentor student groups prepare and present their environmental education project.
- Operating general office tasks such as making/taking phone calls, letter writing, etc.

Qualities/Skills:

- Enthusiastic & Energetic
- General Office skills
- Planning/Organizing skills
- Media and PR Skills
- Self-Motivated & Creative
- Ability to talk to groups of people
- Responsible & Flexible
- Good phone skills
- Macintosh literate or willingness to learn
- Good Writing/Research Skills
- General Environmental Knowledge

For more information:

CONTACT: Dawn Wrench, Director of Student Environmental Leadership

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About Earth Day Coalition

Est. in 1990, the mission of Earth Day Coalition is to provide education, inspire leadership and encourage action for a healthy environment. Earth Day Coalition's year round programs include: Student Environmental Leadership, Clean Transportation, Neighborhood Action, and EarthFest—Ohio's largest environmental education event and longest running Earth Day celebration in the nation.