



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

Title: Volunteer Coordinator Intern
Start Date: October 2016 - December 2016
Time Commitment: 4 hours/week minimum, 10 - 12 preferred, flexible
Compensation: Unpaid, Voluntary

Interested in volunteer coordination? Earth Day Coalition, a local non-profit located in Ohio City, is looking for a part-time intern to assist with planning and executing volunteer retention and placement at our annual Instrumental Evening for the Earth event. The Instrumental Evening for the Earth is Earth Day Coalition's annual fall fundraiser held at 78th Street Studios in the Gordon Square Arts District. The event features an intimate performance from members of the world-famous Cleveland Orchestra and friends, a gourmet reception, and green live and silent auctions. This internship will serve as a great way to gain experience with event planning, volunteer coordinating, and non-profit work in a flexible and fun environment!

Primary Responsibilities:

- Volunteer coordination
- Volunteer recruitment
- Volunteer placement
- Assist in event conceptualization
- Post event follow-up
- Participate in Benefit Planning Committee (optional but preferred; meetings occur in the evenings)

Skills Needed:

- Previous volunteer experience or management preferred
- Excellent verbal and written communication skills
- Strong Computer Skills (Mac experience a plus)
- Proficient with MS Word and Excel
- Excellent Organizational Skills
- Self-motivated and Enthusiastic
- Responsible and Flexible with a great attitude!

To Apply: E-mail resume and cover letter to Andrew Schaeffer at aschaeffer@earthdaycoalition.org. Interviews will begin in early October

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: EarthFest, Student Environmental Leadership, Clean Transportation, and Neighborhood Action.