



Ohio Environmental Council

Events Intern

Supervisor: Events Coordinator
Time Commitment: Flexible, 15 hours minimum per week
Schedule: flexible over 10-12 weeks, summer 2018
Location: Columbus, Ohio

Today's political and cultural landscape presents unique opportunities for marketing and promoting environmental solutions. Help the OEC identify new opportunities, as well as capitalize on existing opportunities, to find supporters of our mission. By supporting the event planning of the Green Gala 2018, the OEC will continue to build its relationships and build its profile in the Ohio community to make an impact on our environment!

Responsibilities

The OEC is seeking a detail-oriented volunteer intern with great communication skills to assist with our Green Gala and other fundraising efforts. Tasks may include:

- Recruiting and picking up in-kind auction items
- Proofing lists and publications
- Donation tracking
- Production of mailings

The intern will have opportunities to be part of a nonprofit organization, attend staff meetings, policy meetings, and gain experience in event planning.

This internship is a volunteer, unpaid position.

Qualifications

- Self-motivated and able to work independently
- Excellent written and verbal communication skills
- Basic internet research skills
- Interest in environmental issues
- Strong proficiency in Microsoft Office or Google Suite
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About the OEC

The Ohio Environmental Council is the state's most comprehensive, effective and respected environmental advocate for a healthier, more sustainable Ohio. Our experts work daily to restore, protect, and strengthen the quality of life for families and communities – from the air we breathe and the water we drink to the food we eat and natural resources we enjoy. Find out more at www.theOEC.org.

The OEC is committed to inclusion and diversity. We seek to hire staff that reflects the diverse communities and perspectives that comprise Ohio. Qualified candidates of all backgrounds are highly encouraged to apply.

The OEC prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

How to Apply

Applicants must submit a resume and cover letter to internships@theOEC.org with the subject of "Events Internship Application." This application will close on March 30, 2018.