

Community Greening Program Internship

Job Title: Community Greening Program Intern

Organization: Sustainable Works

Duration/Starting date: Immediately

Time commitment: 10 hrs per week

Compensation: This is an unpaid internship

Company Overview

Sustainable Works is a non-profit environmental education organization and is a project of Community Partners. We exist to ensure that the concepts of sustainability and the actions associated with living a sustainable lifestyle are integrated into the daily activities of individuals, students and businesses. We do this by providing educational experiences, serving as a liaison between governments, institutions, businesses and individuals and fostering community development. Through education, we activate sustainable practices and behaviors to foster a safe, healthy and equitable world.

General Description

Sustainable Works is looking for a reliable and motivated individual to help with the planning and implementation of sustainable community events in Santa Monica. The Community Greening Program Intern will assist with all elements of our Sustainable Santa Monica Student Poster Contest and Environmental Film series. Responsibilities will include assisting with outreach; including drafting press releases, designing flyers and emailing. In addition, the Community Greening Program Intern will assist with in class presentations, organization of materials, donation requests, poster tracking and judging and assisting with set up at both events. This is an excellent opportunity to gain experience working with a professional staff in an enthusiastic, community-based Non-profit Environmental Organization.

Qualifications

- Proficient command of English grammar and spelling
- Must be proficient in MS Office
- Experience with Constant Contact and InDesign is a plus but not required
- Pride in appearance
- Interest in the mission of Sustainable Works and some knowledge of the sustainability sector is a plus

Skills

- Strong attention to detail and organizational skills required
- Strong writing, communication and interpersonal skills

- Experience with public speaking

To apply, send cover letter and resume to gina.garcia@sustainableworks.org. No calls please.