Environmental Center Internship

Job Description

The Environmental Center (EC) intern is a full-time position lasting from August 15, 2011 to May 7, 2012. The intern will work under the supervision of the Environmental Center Coordinator, under the department of Student Affairs.

The EC intern is a multifaceted position designed to provide professional training in all aspects of environmental non-profit work, with a specific focus on engaging the campus community on sustainability issues. The EC intern will gain experience with outreach and public involvement, media and communications, organizing events and educational programs, managing campus and community projects, fundraising, and administration. The successful candidate will be able to emphasize one or two specific areas, depending on their interests and the needs of the EC. The intern must be able to work flexible hours including some weekends and nights.

Some of the specific duties of the EC intern will include:

- Coordinating workshops and displays in the Fort Lewis residence halls that engage students in efforts to create a sustainable campus.
- Assisting students and staff with the implementation of Fort Lewis College’s Sustainability Action Plan
- Assisting with the EC garden and compost system
- Assisting with the management of the Environmental Center student teams (Local Food, Zero-Waste, Climate Action, Sustainable Business, Outreach, and Communications) and their projects
- Helping coordinate an end-of-the-year collection program with area thrift stores for when students move out of the residence halls
- Completing at least one grant proposal in consultation with the EC coordinator
- Maintaining portions of the EC website, including our page listing jobs, internships, summer programs, fellowships, study abroad and graduate school opportunities, and event calendar
- Assisting with management of the Environmental Center library and office
- Planning at least one staff or board training each semester on a subject of interest (e.g. public speaking, community-based social marketing, community organizing)
- Assisting the EC Board of Directors with organizing the annual fall and spring fundraiser including soliciting sponsorships and creating marketing and publicity materials
- Managing EC volunteers including creating and maintaining a list of ongoing volunteer opportunities, recruiting volunteers and communicating regularly with volunteer inquiries

Qualifications: Candidates should be in final stages of an undergraduate degree program or already possess their bachelor’s degree. Candidates should have some knowledge of environmental concerns on college campuses. Previous experience with a college/university environmental program or club, environmental studies department, or campus recycling program is desired.

Required
- Demonstrated ability to form a positive and supportive relationships with diverse groups of students
- Ability to take initiative and work independently to solve problems
- Experience with planning and implementing events and educational programs, including public speaking
• Experience mentoring and supporting students, through peer counseling, coaching, or similar experiences
• Ability to work on multiple assignments, meet deadlines, and keep track of details
• A positive attitude, sense of humor, and strong commitment to environmental and social justice issues

Additional Skills/Qualifications
• Work experience with a college/university sustainability program and/or residential housing program
• Experience organizing, managing and motivating volunteers
• Experience developing creative programs and activities to engage the general public
• Competency with MS Word, Excel, Outlook, Publisher, Adobe Photoshop, and Web editing programs

**Compensation:** The Environmental Center intern will earn a stipend of $1,000/month plus some benefits. The intern is also eligible for an Americorps education award of $2,362.50 upon completion of the internship. The position requires a flexible work schedule, including some nights and weekends.