

2019 ECOLIFE Internship Description



Title of Position

Community Outreach Intern

Manager Name

Chris Goering
Community Outreach Coordinator
cgoering@ecolifeconservation.org

Position Overview

The Community Outreach Intern will work under the direction and mentorship of the Community Outreach Coordinator to support program related needs. Projects may include: recruiting/scheduling volunteers, data entry & analysis, site visits, editing documents, public speaking, aquaponics maintenance, and attending various events.

For Organization

- Track and report volunteer jobs and hours
- Represent the organization at various networking and recruiting events
- Conduct relevant research
- Assist in leading tours of aquaponics farm
- Support the hosting of community workshops and trainings
- Research community workshops, school site visits, and provide detailed reports
- Broaden network of collaborative partners, donors, and school districts
- Develop website resources- Newsletters, Blogs, Aquaponic How-To's
- Support fundraising activities, marketing initiatives, and program efforts

For You

- Work on tangible projects that will enhance your resume and skill set
- Gain experience in nonprofit programs & work with dedicated professionals
- Opportunity to express creative ideas and receive feedback
- Create a network with sustainability professionals
- Make a difference!

Skill Set Requirements

- Confident oral communication and public speaking skills
- Passion for education, food production, and improving the environment
- Excellent written & verbal communication skills
- Outstanding organizational skills and attention to detail
- Strong computer skills- Graphic design is a plus!
- Ability to work with a diverse group of constituents including teachers, students, donors, volunteers, business leaders, and staff
- Strong time-management and ability to meet deadlines
- Capable of forming innovative concepts and fostering creative projects
- Good sense of humor!

Start and end dates of internship

Flexible

Expect hours per week

10 hours minimum MWF