

# 2019 ECOLIFE Internship Description



## Title of Position

### 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: scheduling and tracking volunteers, data entry & analysis, identifying collaboration opportunities, engaging with beneficiaries, developing and communicating messaging, designing email marketing campaigns, designing program collateral, public speaking opportunities, aquaponics maintenance, assist in leading aquaponics tours, and representing ECOLIFE at community 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 at Aquaponics Innovation Center
- 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

- Marketing performance analysis
- Gain graphic design experience
- Develop ability to craft powerful narratives
- Support and learn non-profit fundraising strategy
- Work on tangible projects that will enhance your resume and skill set
- Gain experience in nonprofit programs & work with dedicated professionals
- 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
- Positive, engaging attitude

## Start and end dates of internship

Flexible

## Expect hours per week

10 hours minimum