



**Position:** CELF Sustainability Education/Communications Intern

**Contact:** Victoria Garufi  
[victoria@celfeducation.org](mailto:victoria@celfeducation.org)

**Description:** This position is for ***Undergrad / Graduate Students*** interested in a **credit based internship** with a nonprofit leader in the dynamic field of Education for Sustainability (EfS). The [Children's Environmental Literacy Foundation \(CELF\)](#) is a small organization focused on establishing sustainability as an integral part of every child's K-12 learning experience. This **REMOTE internship** provides a diverse set of experiences appropriate and meaningful to a broad range of areas of study, from Citizen Science to Education Program Development, Public Policy and Communications.

**[CELF Citizen Science: Inquiry to Action Program](#)**, incorporates project-based learning into existing curriculum for middle school science teachers. This program engages students (grades 5-8) as environmental health researchers to collect, analyze and compare air quality data. Using this data, students will identify sources of air pollution, connect them to human behavior and develop prevention and remediation plans for their communities. Students learn science and policy related to air quality, learning about legislative processes while developing action plans to share with community leaders.

#### **Responsibilities Include:**

- **Remote communication** with CELF staff in NY and Houston (via Google Hangout meetings).
- **Program Planning Support:** Assist in all aspects of planning for CELF's virtual learning opportunities with teachers, including education support, event publicity, audio/visual and print materials preparation, platform set-up, and participant registration.
- **Digital Story-telling:** documentation and cataloging of photos, videos, teacher interviews/testimonials during fall programming.
- **CELF Website** updates using WordPress as directed.
- **Facilitating the Zoom Platform** during virtual Professional Development offerings (functions include behind the scenes support for chat, breakout rooms, polls, etc).
- **Social Media:** Twitter, Instagram, Facebook (uploading pictures, tagging, etc.)
- **Project Management:** Completing tasks as assigned using Trello

#### **Qualifications:**

- Experience with marketing / communication skills.
- Experience working with students (grade 5-8) in formal or non-formal settings.
- Knowledge of environmental health, law and/or social justice is a plus.
- Strong written and verbal communication skills.
- Highly organized and detail oriented.
- Proficiency with computers including Word, Excel, PowerPoint, Google Suite (iMovie a plus).
- Ability to take initiative with concerns/problems and proactively offer potential solutions.
- Ability to work independently in a collaborative environment where creativity is encouraged.



**The Ideal Candidate:**

- Has a passion for educational reform, environmental causes and/or social change.
- Interested in hands-on experience working with middle school teachers and students in the classroom and school communities or virtually.
- Has a curiosity about sustainability topics like the science behind climate change, the impact of Fake News and student advocacy.

**Hours:** 10-20 hours a week, with flexibility to follow class hours.

**Credits:** This internship is eligible for course credit pending your college/university's departmental approval

**Location:**

- Work from Home virtually upon approval to return to the office.
- CELF NY Headquarters: 200 Summit Lake Drive Suite 130, Valhalla, NY (free shuttle available from nearby Metro North station)

**Apply:** Email your resume and cover letter to Pallavi Mehta: [pallavi@celfeducation.org](mailto:pallavi@celfeducation.org) and please include "Fall 2020 Intern" in the "subject" line.

**AN EQUAL OPPORTUNITY EMPLOYER**