

Technology/Operations Internship Description, CELF Winter/Spring Intern

This position is for students interested in an 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.

For-credit internship, grant support may be available.

The Ideal Candidate has:

- Passion for educational reform, environmental causes and/or social change
- Experience with data analytics, and database management and design
- Curiosity about sustainability topics like the science behind climate change, civic education and the impact of student advocacy

Responsibilities:

- Remote communication with CELF staff in NY and Houston (via Google Hangout meeting)
- Program planning support: Assist in all aspects of planning for CELF's virtual learning opportunities, preparation, platform set-up and participant registration
- Digital story-telling
 - Document and catalogue photos, videos, teacher interviews/testimonials
 - Engage online learning community
- Technology and operational support
 - Facilitate the Zoom Platform during virtual Professional Development offerings (functions include behind the scenes support for chat, breakout rooms, polls, etc).
 - Assist with customer relationship management (CRM) and database integrity projects
 - Organize participant assessments and surveys, analyze results
 - File administration (Google and Dropbox)
 - Document re-branding and standardization
- Project management: Complete tasks as assigned using Trello

Qualifications:

- Strong written and verbal communication skills, especially in a professional/marketing context
- Technical proficiency with
 - Productivity applications (Google Suite, Word, Excel, PowerPoint, Dropbox, Zoom)
 - CRM and/or database management
 - Website and social media analytics
 - Video editing, such as iMovie (a plus)
 - Other applications: Wordpress, iMovie, Canva, Padlet (any a plus)
- Highly organized and detail oriented
- Analytical thinking, ability to identify efficient solutions based on data and facts
- Pro-active and solutions-oriented, able to take initiative with concerns/problems
- Able to work independently in a collaborative environment where creativity is encouraged
- Optional and beneficial experience:
 - Knowledge of environmental health, law and/or social justice
 - Adult learning, program development and assessment
 - Working with students (grade 5-8) in formal or non-formal settings
 - Video editing experience, such as iMovie

Hours: 15-20 hours a week, with flexibility to follow school day hours.

Location: Interns work virtually from the location of their choice (interns supply their own computer and connectivity)

Apply: Email your resume and cover letter to Pallavi Mehta: pallavi@celfeducation.org and please include "Spring 2021 Intern" in the email Subject line.