

Sustainability Education Internship Description, CELF Winter/Spring Intern

This internship provides a diverse set of experiences appropriate and meaningful to a broad range of areas of study, from Environmental Science, to Communications, to Education and Public Policy. Organization: Do you want to spend the spring term addressing one of the most pressing issues of our time? Our climate is changing. Humans need to prepare and adapt in ways that are resilient and equitable. The Children's Environmental Literacy Foundation (CELF) is tackling this challenge by preparing K-12 students to become our future problem-solvers. CELF's mission is to make sustainability an integral part of every child's K-12 learning experience and we do that by training teachers from across the country to dive into issues like how to balance a stable economy, a healthy environment and equitable social systems. Our Civic Science Inquiry to Action program engages students (grades 5-8) as environmental health researchers to collect, analyze and compare data on air quality, water quality and biodiversity. Using this data, students identify sources of pollution, connect them to human behavior and develop prevention and remediation plans for their communities.

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 New York and Houston
- Digital story-telling
 - Social media communications
 - Website content
 - Document and catalogue photos, videos, teacher interviews/testimonials
 - Engage online learning community
- Program planning support: Assist in all aspects of planning for CELF virtual learning opportunities, preparation, platform set-up and participant registration
- 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
- Document re-branding and standardization
- Project management: Complete tasks as assigned using Trello

Qualifications:

- Strong written and verbal communication skills, especially in a professional context
- Technical proficiency with
 - Productivity applications (Google Suite, Word, Excel, PowerPoint, Dropbox, Zoom)
 - Social media platforms (Facebook, Instagram, Twitter, LinkedIn)
 - Wordpress
 - Website and social media analytics
 - Video editing, such as iMovie (a plus)
 - CRM and/or database management (a plus)
 - Design tools, such as Canva or Photoshop (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 2022 Intern" in the email Subject line.