

Position: Sustainability Education Internship

Location: Houston region

Do you want to spend your summer addressing some of the most pressing issues of our time? [The Children's Environmental Literacy Foundation](#) (CELF) is recruiting three summer interns to join our dynamic team. CELF interns gain a diverse set of meaningful experiences and relevant skills that apply to a broad range of areas of study, from Environmental Science, to Communications, to Education and Public Policy.

In this internship, you will be supporting the preparation and delivery of the [2022 CELF Summer Institutes](#), as well as related social media and operational tasks. The Summer Institutes are intensive multi-day workshops that enable educators to integrate the concepts of sustainability and civic science in their teaching.

Location:

This is a hybrid internship:

- You will mostly work remotely from the location of your choice. (Interns supply their own computers and connectivity.)
- As the Houston-based intern, you will **attend CELF's 3-day Summer Institute in person** on the campus of **Lone Star College in Kingwood, TX: June 27-29, 8:30-4pm CT**
- You may be invited to optionally attend some in-person meetings in the Houston region.

Duration:

Wednesday, May 25th, 2022 - Wednesday, August 10, 2022

30 hours per week

Profile:

The ideal candidate has:

- Passion for educational reform, climate action, environmental justice, and/or social change
- Curiosity about sustainability topics like the science behind climate change, civic education and the impact of student advocacy
- The ability to work independently in a collaborative environment where creativity is encouraged

Responsibilities:

- **Remote communication** with CELF staff in NY and Houston (via Google Hangout)
- **Program planning support:** Assist in all aspects of planning for CELF's Summer Institutes, including education support, event publicity, audio/visual and print materials preparation, and website updates
- **Digital storytelling:** Document, catalog and disseminate photos, videos, teacher interviews and testimonials

- **Impact analysis:** Organize participant assessments and surveys, analyze and synthesize impact metrics and case studies
- **Google sites development & maintenance:** Upload content, resources and daily maintenance of information as guided by staff
- **CELF website updates** using WordPress as directed
- **Facilitating the Zoom platform:** Help produce the virtual Summer Institute, including behind the scenes support for chat, breakout rooms, polls, etc.
- **Social media:** Create and schedule posts across platforms
- **Project management:** Track progress of tasks using Trello
- **A final project** will be agreed upon at the outset of your internship, so you can produce a concrete project for your portfolio. Past examples include: documentary video, a Google website, a portfolio presentation, a completed grant proposal, etc.

Qualifications:

- Strong written and verbal communication skills, especially in a professional context
- Proactive and solutions-oriented, able to take initiative with concerns/problems
- Highly organized and detail-oriented
- Technical proficiency with
 - Productivity applications (Google Suite, Microsoft Office, 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)
- Optional and beneficial experience:
 - Knowledge of environmental health, law and/or social justice
 - Adult learning, program development and assessment
 - Working with students in formal or non-formal settings

This is a for-credit internship, paid grant support may also be available.

To apply: Email your **resume** and **cover letter** to Pallavi Mehta: pallavi@celfeducation.org and please include "Summer 2022 Intern" in the email Subject line.