

Position: Communications and Marketing Internship

Location: New York-Tristate region

Description:

Do you want to spend a part-time spring internship addressing some of the most pressing issues of our time, while learning valuable skills to take forward in your own education and career journey? [The Children's Environmental Literacy Foundation](#) (CELF) is recruiting a spring intern to join our dynamic team in Westchester, New York and the Tri-State area. ***CELF interns gain a diverse set of meaningful experiences and relevant skills that apply to a broad range of areas of study, from Communications and Education, to Environmental Science and Public Policy.***

In this internship, you will be supporting the CELF staff in the execution of our mission to establish sustainability as an integral part of every child's K-12 learning experience, preparing our next generation with skills to build a more sustainable and equitable future. CELF programs and workshops enable educators to integrate the concepts of sustainability and civic science in their teaching. Interns will contribute to CELF's mission through the following **3 Focus Areas:**

1. **Communications:** Social media outreach, photo documentation, communications and operational tasks in collaboration with the Director of Operations.
2. **Education Support:** Preparation and delivery of spring programs, including [Civic Science](#) and [CELF in the Field](#) in collaboration with the education team in NY & TX.
3. **Resource Development:** Development of [educational resources](#) and content materials in collaboration with the education team.

Responsibilities:

- **Impact analysis:** Organize participant assessments and surveys, analyze and synthesize impact metrics and case studies
- **Social media:** Create and schedule posts across platforms
- **CELF website updates** using WordPress as directed
- **Program planning support:** Assist in all aspects of planning for CELF's programs (virtual, hybrid & in person), 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
- **Project management:** Track progress of tasks using Trello
- **A final project** will be agreed upon at the outset of your internship for your professional portfolio. Past examples include: documentary video, a Google website, a portfolio presentation, a completed grant proposal, etc.

In turn, **CELF interns will receive mentorship to guide potential career pathways in non-profit, education, and/or public policy sectors.**

Location: This is a hybrid internship focused on the following:

- You will mostly work remotely from the location of your choice. (Interns supply their own computers and connectivity.)
- As the NY-based intern, you will be expected (if possible) to participate in various in-person programs in the New York-Tristate region.
- You will have optional access to CELF's office in Valhalla, NY.

Duration: Start and end dates aligned with intern's academic schedule

- 12 weeks during January - May 2023
- 15-20 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, the root causes of environmental injustice, civic education and the impact of student advocacy
- The ability to work independently in a collaborative environment where creativity is encouraged

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)
 - Website and social media analytics
 - Wordpress (a plus)
 - 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
 - Knowledge of content areas relevant to CELF's work, such as nature-/place-based education, project-based learning, community organizing, Sustainable Development Goals, etc.

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

To apply: Email your **resume** and **cover letter** to Pallavi Mehta: pallavi@celfeducation.org and please include "Spring 2023 New York Intern" in the email Subject line.