

Position: Communications and Marketing Internship

Location: New York-Tri State region

Description:

The [Children's Environmental Literacy Foundation](#) (CELF) is recruiting a fall intern to join our dynamic team in Westchester, New York and the Tri-State area. 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, program outreach and operational tasks in collaboration with the Marketing and Development Manager.
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:

- **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, and audio/visual and print materials preparation
- **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
- **Project management:** Track progress of tasks using shared systems
- **Database support:** Maintain a clean database of contacts to support effective outreach

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-Tri State 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 2024
- 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
 - Knowledge of adult learning, program development, and assessment
 - Experience 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 internship includes a \$1,200 stipend. CELF supports for-credit internships and supplemental funding from eligible institutions of higher education.

To apply: Email your **resume** and **cover letter** to Pallavi Mehta: pallavi@celfeducation.org and please include "Spring 2024 New York Intern" in the email Subject line.