

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Outreach Team Internship Northwest Earth Institute

The Outreach Team Intern will have the following areas of primary responsibility:

Support and grow the National Earth Institute Network, a network of more than 20 Sister Earth Institutes and over 700 volunteers and local organizers throughout the country working to create cultural change through the use of NWEI's study guides on ecological issues for small groups.

The intern will assist with recruiting, assisting and advising local organizers in starting NWEI courses.

Provide support to Outreach Team members

Answer phone calls; take and process course book orders; help maintain database

Respond to requests for information via phone, mail, and e-mail.

Provide requested materials; suggest additional courses and programs as follow up.

Assist with community outreach ideas and local group coordination.

Assist with event planning, and occasionally support Development and Curriculum Directors

The intern will support existing sister earth institutes and refer new contacts to sister earth institutes.

Research and develop new key regional and national networks for possible implementation of NWEI programs.

Conduct outreach to new organizations and networks regarding NWEI programs.

Qualifications:

Applicant must have some previous outreach experience and be comfortable on the telephone and speaking to new contacts. Experience in grassroots social change initiatives and design or publishing skills a plus, but not required. Salesforce experience preferred. Applicant must have some working knowledge of ecological issues and a personal commitment to living sustainably.

Note: This position requires current enrollment as a PSU undergraduate student.

Duration:

3 academic terms (approximately 30 weeks). Hours: Part-time (15-20 hours/week preferred). Hours worked are flexible between 8-5pm, Mon-Fri.

Compensation:

This position is being funded through a generous grant from the Miller Foundation to support sustainability. Compensation is a maximum of \$3,000 for the academic year which ends on 6/15/2010. (\$1,000 per term for three academic terms.)