POSITION DESCRIPTION

JOB TITLE: Programs Intern
DEPARTMENT: Programs
REPORTS TO: Program Operations Director
EFFECTIVE DATE: May 2017

ORGANIZATION & PROGRAM BACKGROUND

ecoAmerica is a 501(c)(3) non-profit that uses research and strategic partnerships to create large-scale engagement programs that build awareness, understanding and action for climate and sustainability solutions among mainstream Americans. Founded in 2006, we have a core expertise in consumer marketing and focus on building the base for climate and sustainability solutions by connecting them to the core values and day-to-day concerns of Americans. Further information on our organization and programs is available at www.ecoamerica.org.

POSITION SUMMARY

The programs intern, reports directly to the Program Operations Director, and assists the Sector Directors (Business, Communities, Faith, Health, Higher Education) with 1) planning; 2) research; 3) content production 4) communications 5) database management 6) project management 7) implementation activities and 8) ad hoc projects as determined by the ecoAmerica Program Ops Director and in support of ecoAmerica’s mission.

MAJOR RESPONSIBILITIES

Specific areas of responsibility to include but are not limited to:

Research & Writing

- Preliminary desk research for reports, webinars, and events.
- Research appropriate implementation and content partners.
- Produce lists of key influencers and leaders in each sector
- Undertake landscape analysis to identify what is happening in a city of interest or for a prospect, including setting up Google alerts or other newsfeeds.
- Support sector directors in the development of original content for publication internally and externally.
- Support sector directors in regular updating of content on sector-specific web sites.
- Research sector conferences, events, meetings and presentation/sponsorship opportunities and deadlines.

Project Management

- Assist Sector Directors in project tracking and reporting.
• Manage partnerships and project deliverables via Teamwork (project management software).

General Administrative

• Process and enter contact data and information. Update and maintain database and ensure quality and accuracy of information. Produce reports, graphs, and other data metrics as needed.
• PowerPoint deck and presentation support.
• Ad hoc assignments and administrative tasks.
• Participate as an ecoAmerica team member in relevant meetings, providing updates on weekly work completed.
• Update Google Docs.
• Salesforce and Teamwork database support.
• Support Sector Director in meeting preparation and follow up.

QUALIFICATIONS

Applicants can be undergraduate or graduate students with an interest and some knowledge/background in climate, environmental policy, communications, social change, citizen engagement, or sustainability. Applicants should have excellent written and verbal communication skills; the ability to handle, organize, and prioritize multiple tasks; possess a high-level of professionalism and enjoyment working with a variety of people; and have strong computer and literature search skills.

Additional Qualifications

• Experience with Excel
• Demonstrated writing excellence
• Detail-oriented
• Interest in climate/sustainability

SCHEDULE

Programs Intern will work from June 1 thru September 1, up to 30 hours per week in ecoAmerica’s Washington DC office. Exact days Intern will be in office will be agreed upon prior to start of internship. Internship is paid.

How to Apply

Send the following materials to gibbs@ecoamerica.org: 1) resume and 2) writing sample (1000 word minimum).

ADA SPECIFICATIONS (Physical demands that must be met in order to successfully complete the essential functions of the job)
This position is largely sedentary in nature however one must possess the ability to speak, hear, and write as well as the ability to use a computer and related software programs, and lift up to 20 lbs. Local and/or national travel periodically required (up to 10 percent).

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.