

Environmental Outreach Internship

Onsite at Cool Davis/ 2 units

Internship Offered on a Quarterly Basis

Unpaid

Internship Title

Environmental Outreach and Community Development Internship at Cool Davis

Internship Site Contact Information

Leslie Crenna, Communications Coordinator, lesliecrenna@cooldavis.org, 530-306-9185

Internship Description

Cool Davis. Our mission is to inspire our community to reduce greenhouse gas emissions, adapt to a changing climate, and improve the quality of life for all. The intern assists the Executive Director and Communications Coordinator in the development and implementation of outreach and activities associated with Cool Homes campaigns. Interns receive resources relevant to tasks (such as strategic planning documents, city data, and CBSM references), and receive constructive feedback at weekly check in meetings or more often as appropriate.

Responsibilities & Expectations

Ability to follow through with tasks and timelines required. Initiative and self-motivation a bonus. Intern must be able to attend an introductory orientation and other meetings scheduled. Must be able to commit to regular hours in the office and communicate regularly via email, phone, or text. Some hours may be completed off-site as well.

Qualifications

Command of English language required, Spanish or Chinese a plus. Basic word processing, content management, and communications software also required. Ability to work well with writers, coordinators, and community representatives required. Good listening, speaking, writing communication skills. Community outreach experience would be a bonus.

Application Process

Application due: Jan 25 2017

Required application materials: Resume and short cover letter/email detailing goals and reasons why Cool Davis mission is a good fit for you.

Please check out www.cooldavis.org and cooldaviscity on social media for more information.