



*PLEASE POST*

## **INTERN REQUEST: PROGRAMS DEPARTMENT**

Heal the Bay is a non-profit environmental organization dedicated to making Southern California coastal waters and watersheds, including the Santa Monica Bay, safe, healthy and clean. We use research, education, community action and advocacy to pursue our mission. Used by almost everyone in Southern California, the beaches and coastal waters are one of the region's most important natural resources.

Heal the Bay is looking for an organized and responsible person (bilingual preferred) capable of working in a fast-paced environment to recruit and coordinate volunteers for our various volunteer programs and to strengthen our Inland Outreach strategies. In addition, the Programs Intern will be working closely with the Programs Department staff to coordinate successful events. This part-time, non-commissioned (unpaid, but ask your school about giving you credit for this!) intern position (minimum of 9 hr/week; but very flexible) is an excellent opportunity to gain experience in the environmental field. This internship would begin as soon as possible and would last for a minimum amount of 2 months time. Attendance at some weekend and evening events might be necessary.

This is an excellent leadership opportunity that will be useful for gaining community outreach experience, resume building, and obtaining references.

### **Responsibilities include:**

- Work with the Programs Department staff to plan, promote, and work at/attend a variety of special events that go on throughout the year. i.e. beach and/or creek cleanups, trainings, "tablings", dinners, Coastal Cleanup Day, and more.
- Recruit schools, businesses, and community groups to participate in Heal the Bay events.
- Assist in coordinating and training speakers, volunteers, and staff on the day of events.
- Help oversee volunteers and staff for special events to ensure that the event runs safely and smoothly.
- Make presentations to community groups about particular events and help to relate the events to ocean pollution and the Heal the Bay mission.
- Manage a variety of databases that grow continuously and exponentially at Heal the Bay.

### **Qualifications:**

- Very well organized and careful attention to detail.
- Must be available to work partial days on occasional weekends (Saturdays especially).
- Strong communication and writing skills.
- Ability to lead and coordinate large groups of volunteers.
- Ability to work well both independently and as a team.
- Must be proficient in Microsoft Office applications.
- California driver's license required; a car for driving to meetings is a plus.
- Spanish speaker preferred.
- Passion for environmental justice issues is a plus.
- All Applicants must be at least 17 years of age; students of college level studies are preferred.

**Ask your instructor about college credit! We will fill out whatever form your school provides us with to document your participation in this internship.**

### **Please phone or fax/mail resume to:**

Saira Gandhi  
Volunteer/Internship Coordinator  
Heal the Bay  
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[www.healthebay.org/internships](http://www.healthebay.org/internships)