



*PLEASE POST*

**POSITION AVAILABLE: COASTAL CLEANUP ED DAY INTERNSHIP  
Education Department**

Heal the Bay is a non-profit environmental organization dedicated to making Southern California coastal waters, including the Santa Monica Bay, safe, healthy and clean for people and marine life. We achieve our goals through a variety of research, education, public outreach and policy-oriented programs. Used by almost everyone in Southern California, our beaches and coastal waters are one of the region's most important natural resources.

Heal the Bay is looking for an organized, responsible person capable of working in a fast-paced environment to help organize, plan and coordinate our ninth annual Coastal Cleanup Education Day on Wednesday, September 17<sup>th</sup>, 2014. Every year Heal the Bay organizes hundreds of underserved students to come the Santa Monica Pier and participate in a celebration of our coast and clean beaches through this interactive, educational day. The Coastal Cleanup Education Day Intern will work with the Education department and the Coastal Cleanup Education Day Coordinator to coordinate this event. This internship is an excellent opportunity to learn more about event planning and coordination, marine science and environmental education, and gain experience working for an environmental non-profit.

This part-time, non-commissioned intern position (minimum of 6 hr/week; but very flexible) is an excellent opportunity to gain experience in the environmental field. This internship would ideally begin on May 20, 2014 and end on September 21, 2014. Ask your instructors about the possibility of course credit!

**Responsibilities include**

- Help coordinate and plan Coastal Cleanup Education Day with the Coastal Cleanup Ed Day Coordinator and other Heal the Bay staff
- Maintain accurate records throughout the planning and organization process
- Maintain, organize and purchase supplies for the event
- Communicate with schools and teachers regarding their participation in Coastal Cleanup Ed Day
- Maintain a professional and positive manner with children, teachers, volunteers and staff at all times
- Help coordinate students, teachers, volunteers and staff on CCD Ed Day on September 17, 2014
- Additional relevant responsibilities, as necessary

**Qualifications**

- Very well organized and careful attention to detail
- Strong communication and writing skills
- Experience with and a passion for working with students
- Ability to work well both independently and as a team
- Professional and pleasant telephone manner
- Must be proficient in Microsoft Office applications, Gmail and Google Docs.
- All Applicants must be at least 18 years of age; students of college level studies are preferred.

**Please mail/fax/submit online resume and cover letter to:**

Amanda Jones, CCD Ed Day Coordinator  
Heal the Bay's Santa Monica Pier Aquarium  
1600 Ocean Front Walk  
Santa Monica, CA 90401

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[www.healthebay.org/internships](http://www.healthebay.org/internships)