

Heal the Bay

1444 9th Street
Santa Monica CA 90401

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info@healthebay.org
www.healthebay.org

INTERNSHIP AVAILABLE:

Summer Education Programs Internship:

Are you looking for a summer internship? Want to learn what it really takes to run effective and engaging informal environmental education programs? Heal the Bay is looking for a summer intern to assist the Education Department in the coordination and management of two programs: Key to the Sea and Coastal Cleanup Education Day. We are looking for an enthusiastic and reliable intern to work closely with staff in the preparation, coordination, and overall management of these programs.

Key to the Sea is a collaborative program serving elementary (K-5) students and teachers throughout LA County. Focusing on watershed stewardship and pollution prevention, the program includes a field trip to the beach, classroom curricula, and professional development workshops for teachers.

Coastal Cleanup Education Day is Heal the Bay's celebration of Coastal Cleanup Day, for underserved youth in Los Angeles County. Heal the Bay hosts students at the Santa Monica Beach and Santa Monica Pier Aquarium for an educational and fun day with hands-on activities about pollution, conservation, and local marine life. This year's celebration will be on Tuesday, September 11th, 2012.

The Summer Education Intern will be responsible for the following tasks:

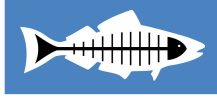
- *Overseeing registrations
- *Corresponding with participating teachers
- *Maintaining participant database
- *Purchasing, preparing and, organizing materials

Skills Required:

- *Strong communication and organizational skills
- *Familiarity with MS Office, Gmail, and Google Calendar
- *Ability to meet deadlines and remain flexible in a dynamic work environment

The internship is from May to September, with some flexibility. The internship will average 10 hours a week, however the time commitment may fluctuate a bit through the months depending on workload.

The internship is unpaid.



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Qualifications:

- College-age or above
- Excellent organizational skills and attention to detail
- Excellent written and oral communication
- Experience with the Microsoft Office Suite of programs
- Enthusiastic, energetic, and reliable
- Ability to work independently as well as part of a team
- Professional and positive manner with children and teachers
- Education, biology, or environmental sciences background preferred

For more information, or to apply, contact:

Amber Maron
Environmental Education Associate

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