



PLEASE POST

INTERN REQUEST: SPANISH COMMUNICATIONS

Heal the Bay is a non-profit environmental organization dedicated to making Santa Monica Bay and Southern California coastal waters safe and healthy again for people and marine life. We achieve this through a variety of research, education, public outreach, and policy-oriented programs.

Heal the Bay is looking for an organized, responsible, bilingual individual capable of working in a fast-paced environment to assist Heal the Bay's Spanish Communications Coordinator with our Spanish language outreach strategies. In addition, the Spanish Communications Intern will be working closely with our Programs Department staff to coordinate successful Spanish language volunteer events. This part-time, non-commissioned (unpaid, but ask your school about credit!) intern position (minimum of 9 hr/week; flexible hours) is an excellent opportunity to gain experience in Spanish communications and its applications to 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 may be necessary.

This is an excellent leadership opportunity that will be useful for gaining communications/marketing experience, building up your resume, and obtaining references.

Responsibilities include:

- Assist in providing content for Heal the Bay's Spanish blog and continue to develop content for Heal the Bay's current Spanish website and upcoming redesign.
- Work with the Programs Department staff to implement a Spanish language component to plan, promote, and implement at a variety of events that go on throughout the year. i.e. beach and/or creek cleanups, trainings, "tablings", Coastal Cleanup Day, and more.
- Assist in generating Spanish language print, radio, and television mass media coverage of our events/activities.
- Assist in recruiting individuals, schools, businesses, and community groups to participate in Heal the Bay Spanish language activities.
- Help coordinate Spanish language volunteers for special events to ensure that the event runs safely and smoothly.
- Make Spanish language presentations to community groups about particular events that promote topics on ocean pollution and Heal the Bay's mission.
- Manage a variety of databases and e-mail serve lists to continuously grow Heal the Bay's Spanish language constituency.

Qualifications:

- Fluency in Spanish (*educación secundaria* level) both written and spoken.
- Strong familiarity with Latin American culture; having lived or attended school in a Latin American country preferred.
- Must be proficient in Microsoft Office applications.
- Strong communication and writing skills.
- Must be available to work partial days on occasional weekends (Saturdays especially).
- All applicants must be at least 18 years of age; college students of Marketing, Communications, Journalism, or related fields preferred.
- A car for driving to meetings is a plus.
- Passion for environmental justice issues is a plus.

Please phone or fax/mail resume to:

Nancy Shrodes
Volunteer/Internship Coordinator
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healthebay.org/internships