



Earth Day Coalition  
3606 Bridge Avenue, STE #4  
Cleveland, OH 44113  
(216) 281-6468 | earthdaycoalition.org

**Intern Position:** Student Environmental Leadership Program: Alternative Fuels Workforce Research Assistant

**Start Date:** Winter/Spring 2017

**Time Commitment:** Flexible, 4 hours per week minimum

**Pay:** UNPAID

Earth Day Coalition, a local non-profit located in Ohio City, is looking for a part-time, voluntary intern to plan and lead environmental science lessons in surrounding high schools. This internship will serve as a great way to gain experience with educating others and non-profit work in a flexible and fun environment!

### **What Is the Student Environmental Leadership Program?**

The Student Environmental Leadership Program is the only comprehensive environmental education program located in northeastern Ohio high schools uniting urban and suburban high schools in becoming environmentally aware and involved in their schools and communities. The Student Environmental Leadership Program educates students by giving them the tools to improve the quality of their environment while building sustainable neighborhoods.

### **Workforce Development:**

As special project of the Student Environmental Leadership program is the Alternative Fuels Workforce Development project made possible with funding from the Ohio Environmental Education Fund. The goal of this project is to develop materials, such as career pathways, overviews of classes, trainings or secondary education needed and videos to educate youth and promote workforce development in the alternative fuels industry.

### **Primary Responsibilities:**

The primary function of this position is to assist with research and the development of the workforce materials; and help prepare for a training to deliver these materials to teachers and guidance counselors in area high schools in the May of 2017.

Specific duties will include:

- Working alongside the Program Directors to outline specifics of the materials to be developed
- Research careers connected to the alternative Fuels Industry
- Create the career pathways for the various jobs in the alternative fuels industry
- Provide support for the spring workshop support by making contact with school districts, teachers etc.
- Operating general office tasks such as making/taking phone calls, letter writing, etc.

### **Qualities/Skills:**

- Enthusiastic & Energetic
- Planning/Organizing skills
- Self-Motivated & Creative
- Responsible & Flexible
- Macintosh literate or willingness to learn
- General Environmental Knowledge
- General Office skills
- Media and PR Skills
- Ability to talk to groups of people
- Good phone skills
- Good Writing/Research Skills

### **For more information:**

**CONTACT:** Dawn Wrench, Director of Student Environmental Leadership

**MAIL:** Earth Day Coalition, 3606 Bridge Avenue, Cleveland, OH 44113

**EMAIL:** [dwrench@earthdaycoalition.org](mailto:dwrench@earthdaycoalition.org)

**PHONE:** (216) 281-6468 x225

### **About Earth Day Coalition**

Est. in 1990, the mission of Earth Day Coalition is to provide education, inspire leadership and encourage action for a healthy environment. Earth Day Coalition's year round programs include: Student Environmental Leadership, Clean Transportation, Neighborhood Action, and EarthFest—Ohio's largest environmental education event and longest running Earth Day celebration in the nation.