



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

Title: Argonne National Laboratory Workforce Development Intern
Start and End Dates: June - September 1, 2017
Time Commitment: 30 - 40 hours
Compensation: Voluntary, not-paid
Requirement: Must either be currently enrolled in a degree seeking program with a junior or higher status or a recent graduate (within one year of graduation)

Are you interested in alternative fuels, advanced vehicle technology and policies or practices that reduce fuel consumption? Earth Day Coalition is hiring a voluntary intern to assist the Clean Transportation Program Director over the summer 2017 with building stakeholder relationships, updating and maintaining social media platforms (website and e-newsletter), and general program assignments. The intern will act as the primary event coordinator for the 6th Annual Clean Transportation Cruise-In at Edgewater Park. The intern will secure transportation exhibitors and entertainment for the Cruise-In, will be responsible for event marketing and outreach, and will be the primary logistical coordinator.

Earth Day Coalition's Clean Transportation program is a Department of Energy Clean Cities Coalition and works with local organizations to adopt alternative fuel technology within their fleets in order to reduce petroleum consumption. The Workforce Development Internship opportunity is open to students that are currently enrolled with a junior or higher status and to students that graduated in June 2016 or later.

Primary Responsibilities:

- Assist CT Program Director with data collection for various reports
- Coordinate the 6th Annual Clean Transportation Cruise-In at Edgewater Park by securing transportation exhibitors, coordinating event logistics, and developing marketing materials
- Produce a bi-weekly Clean Transportation e-newsletter
- Maintain the Clean Transportation portion of Earth Day Coalition's website
- Participate in the City of Cleveland Alternative Fuel Vehicle subcommittee for the Year of Sustainable Transportation
- Assist in developing Fuel for Thought, an educational workshop series, that will begin late summer/early Fall 2016
- Represent Earth Day Coalition's Clean Transportation program at Community Outreach events
- Assist Earth Day Coalition's Student Environmental Leadership program with school based vehicle idle reduction efforts

Skills Needed:

- Previous event planning and/or sales experience preferred
- Excellent verbal and written communication skills
- Ability to independently research topics related to fuel and vehicle technology
- Proficient with MS Word and Excel
- Interest in alternative modes of transportation
- Previous experiencing editing/maintaining an e-newsletter preferred
- Knowledge of the Department of Energy Clean Cities program preferred
- Responsible and Flexible with a great attitude!

To Apply: E-mail resume and cover letter to Clean Transportation Program Director Christina Yoka at cyoka@earthdaycoalition.org.

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: EarthFest, Student Environmental Leadership, Clean Transportation, and Neighborhood Action.