



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

Title: EarthFest 2017 Exhibit Coordinator
Start Date: January – May, 2017
Time Commitment: 4 hours/week minimum, 10 - 12 preferred, flexible
*Must be available to work the weekend of April 21-23
Compensation: Unpaid, Voluntary

Interested in event planning, non-profit work, or both? Earth Day Coalition, a local non-profit located in Ohio City, is looking for a part-time, voluntary intern to assist with coordinating exhibitors and exhibit placement at EarthFest 2017: Celebrating the Year of Vibrant Green Spaces. EarthFest is Ohio's largest environmental education event and the longest running Earth Day celebration in the nation! EarthFest 2017 will be held on Saturday, April 22 at Cuyahoga County Fairgrounds. The intern will assist with recruiting exhibitors, exhibit placement, and developing new exhibits at EarthFest. This internship will serve as a great way to gain experience with event planning and non-profit work in a flexible and fun environment!

Primary Responsibilities:

- Recruit EarthFest exhibitors
- Assist in developing new exhibits and coordinate required logistics
- Process exhibitor applications
- Assist in exhibitor placement and event mapping
- Manage exhibitor communications prior to EarthFest
- Recruit and train exhibitor area volunteer leads
- Direct exhibitor set-up and act as primary point of contact through the event
- Conduct exhibitor follow up surveys

Skills Needed:

- Previous event planning experience preferred
- Excellent verbal and written communication skills
- Strong Computer Skills (Mac experience a plus)
- Proficient with MS Word and Excel
- Excellent Organizational Skills
- Self-motivated and Enthusiastic
- Responsible and Flexible with a great attitude!

To Apply: E-mail resume to 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.