



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

Intern Position:

Special Events Intern

Start Date:

Winter/Spring 2017

Time Commitment:

Flexible, 4 hours per week minimum

Pay:

Unpaid, voluntary

Earth Day Coalition, a local non-profit located in Ohio City, is looking for a part-time, voluntary intern to assist with planning EarthFest 2017: Celebrating the Year of Vibrant Green Space. This internship will serve as a great way to gain experience with event planning and non-profit work in a flexible and fun environment!

What is EarthFest 2017:

Earth Day Coalition's EarthFest is Ohio's largest environmental education event and the longest running Earth Day celebration in the nation. The event features 270+ non-profit and business exhibitors and involves upwards of 400 active volunteers. Between 10,000 and 50,000 people have attended EarthFest annually in the past 27 years. EarthFest exhibit areas include:

- Vibrant Green Space
- Clean Transportation
- Environmental and Energy Science
- Family Fun
- Clean Water
- Green Home & Garden
- Health & Fitness
- Local & Sustainable Food
- Community Works
- Zero Waste

Primary Responsibilities:

The primary function of this position is to assist in coordinating EarthFest 2017 on Saturday, April 22, 2017 at Cuyahoga County Fairgrounds. Specific duties will include:

- Coordination & development for all exhibit areas
- Assisting with event logistics
- Developing media plan and event marketing & media materials
- General event promotion
- Helping with Social Media strategic planning

Intern must be present at EarthFest on Saturday, April 22nd (and preferably on Friday 4/21 to assist with set-up as well).

Qualities/Skills:

- Excellent organization skills
- Self-motivated & enthusiastic
- Responsible & flexible
- General office skills
- Proficient with MS Word, Excel, etc.
- Marketing/PR knowledge
- Strong verbal & written communication skills
- Previous event organizing experience a plus
- Strong computer skills/Macintosh experience a plus

To Apply: E-mail resume and cover letter to Madison Thomas at mthomas@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: Student Environmental Leadership, Clean Transportation, Neighborhood Action, and EarthFest—Ohio's largest environmental education event and longest running Earth Day celebration in the nation.