



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

**Intern Position:**

Volunteer Coordinator 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 coordinating volunteers for 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 2017 will be held on Saturday, April 22 at the Cuyahoga County Fairgrounds. EarthFest is Ohio's largest environmental education event and one of the longest standing and most successful Earth Day events in the country. The event features over 270 non-profit and business exhibitors and involves upwards of 900 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

**Primary Responsibilities:**

The primary function of this position is to assist in recruiting and organizing volunteers for EarthFest 2017. Specific duties will include:

- Marketing of, taking reservations for and, preparing for volunteer orientations
- Recruitment of volunteers, (especially groups from area colleges and universities)
- Creating volunteer assignments for event
- Preparing for the event and staffing volunteer registration at the Fairgrounds on Fri. 4/21 and Sat. 4/22/17

**Qualities/Skills:**

- Excellent organization skills
- Self-motivated & enthusiastic
- Responsible & flexible
- 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

**For more information:**

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**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.