



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

Intern Position:

Family Fun Area and Passport
Coordinator

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 2017 will be held on Saturday, April 22 at the Cuyahoga County Fairgrounds. 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:

Family Fun Area- The primary function of this internship position is assist in coordinating the Family Fun Activity Area for EarthFest. The Family Fun Area Coordinator will assist the Special Events Coordinator to build community awareness and volunteer participation in the Family Fun Area. Specific responsibilities include: planning and implementing hands-on activity stations for children focusing on environmental topics such as energy, recycling, animals etc; organizing and staffing activity stations at EarthFest; coordinating logistics, donations and volunteers.

Passport Station- This position will also assist with developing educational activities that will be located with the Passport stations. The Eco-Passport Tour guides event guests through Sustainability Practice Areas at EarthFest. Each passport station will have a brief activity that reinforces the theme of that Sustainability Practice Area. The intern will be responsible for developing the activity; training volunteers how to lead the public through the activity; securing donations for supplies if needed; and creating any needed signage.

Qualities/Skills:

- Self motivated and creative
- Excellent organizational skills
- Responsible and flexible
- General office skills
- Marketing/PR knowledge
- Public speaking skills
- Strong verbal and written communication skills
- Previous event planning/marketing or educational experience is a plus
- Strong computer skills/Macintosh experience is 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.