



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

Intern Position: EarthFest Workshop Coordinator Intern
Start Date: 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 the workshops for EarthFest 2017: Celebrating the Year of Vibrant Green Spaces. 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?

Earth Day Coalition's EarthFest 2017 will be held on Sunday, 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:

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

Responsibilities:

The primary function of this internship position is to assist in coordinating the workshop sections at EarthFest. The workshop intern will assist the Exhibit Manager in contacting designated workshop sponsors and scheduling presentations for the day of the event.

Specific responsibilities include: contacting and inviting local topic experts to present a workshop consistent with the theme of the area; coordinating presenters in a simple to follow schedule; coordinating logistics and location of workshop areas; keeping consistent contact with presenters regarding EarthFest's schedule and other details. Intern is requested to be available to help set up on April 20 and 21.

Qualities/Skills:

- Excellent organization skills
- Self-motivated & enthusiastic
- Responsible & flexible
- General office skills
- Proficient with MS Word, Excel, etc.
- 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 Christina Yoka at cyoka@earthdaycoalition.org or call (216) 281-6468 x231.

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.