



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

Intern Position: EarthFest Zero Waste 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 coordinating the zero waste stations 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 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
- Family Fun
- Clean Water
- Green Home & Garden
- Health & Fitness
- Local & Sustainable Food
- Community Works
- Environmental and Energy Science
- Zero Waste

What is Zero Waste?

Zero Waste is a philosophy that encourages the redesign of resource life cycles so that all products are reused. No trash is sent to landfills and incinerators. The process recommended is one similar to the way that resources are reused in nature.

Responsibilities:

The primary function of this internship position is assist in coordinating the multiple Zero Waste stations for EarthFest on Saturday, April 22. The Zero Waste Coordinator will assist the Special Events Coordinator to build community awareness and volunteer participation around the zero waste stations.

Specific responsibilities include: organizing and staffing zero waste stations at EarthFest; coordinating logistics and volunteers shifts. The intern will be responsible for assisting in recruitment of recycling and composting services and maintaining contact with them for logistics, assigning volunteers to various zero waste stations, training volunteers how to operate zero waste stations, and creating any needed signage. Must be available to help April 21st, 22nd and 23rd.

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
- Familiarity with Zero Waste practices 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.