



**Position:** Communications Intern

**Contact:** Holly Moskow, [holly@celfeducation.org](mailto:holly@celfeducation.org)

**Organization:** The [Children's Environmental Literacy Foundation \(CEL F\)](http://www.celfeducation.org) consults with schools and provides sustainability education programs for educators and students from across the nation. Our mission is to establish sustainability as an integral part of every child's K-12 learning experience. Our goal is for students to understand and appreciate the interconnections between a stable economy, healthy environment and equitable social systems. CELF professional development programs provide educators the skills they need to integrate sustainability topics into their curricula. Our student programs expand their vocabulary, awareness and understanding of the impact they make on the world around them, introducing them to real-world issues and creative solutions. We engage students, teachers, and administrators to create a green culture for schools and communities.

**Posting:** This position is for college students, recent high school graduates or mature high school seniors interested in an internship with a nonprofit leader in the dynamic field of Education for Sustainability (EfS). CELF is a small organization with committed staff passionate about changing K-12 education to make a positive impact on our children's future.

**Duties include but are not limited to:**

- Develop a familiarity with the CELF programs and the ability to communicate about CELF services.
- Assist staff in program communications including website updates, e-blasts and social media posts.
- Assist staff in fundraising communications including event follow-up and direct mail appeal.
- Maintain database with contacts and status of program participation.
- Photograph CELF programs and events.
- Assist staff in uploading content to new Curriculum Library.

**Qualifications:**

- Strong written and verbal communication skills.
- Highly organized and detail oriented.
- Proficiency with computers including Word, Excel, PowerPoint (iMovie a plus).
- Ability to take initiative with concerns/problems and proactively offer potential solutions.
- Ability to work independently in a collaborative environment where creativity is encouraged.
- A passion for educational reform, environmental causes and social change.

**Benefits:**

- Intern will interact with all members of CELF's team and will have the opportunity to learn about working in a small, growing nonprofit while gaining specific skills in the following areas:
  - Nonprofit communications and fundraising
  - Database management
- Candidate may have exposure to K-12 teachers from a variety of subject areas as well as CELF's network of industry experts from the corporate and higher education sectors, pending specific programs and projects.

**Hours:** Flexible, up to 4 days per week. A portion of this time can be done remotely on a personal computer.

**Location:** 200 Summit Lake Drive, Valhalla, NY