



ENVIRONMENTAL LITERACY

Position: Communications and Media Intern

Contact: Katie Ginsberg, katie@celfeducation.org

Start Date: Immediate (November)

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. CEL F professional development programs provide educators the skills they need to integrate sustainability topics into their curricula. We engage students, teachers, and administrators to create a green culture for schools and communities. CEL F has ongoing programs with NYC public schools (a citizen science project co-developed with Mount Sinai Pediatric Environmental Health Specialty Unit), Putnam Valley Central School District (a two-year contract working with every school to reframe curriculum using sustainability as a lens); Scarsdale Schools (similar project as Putnam's); and others. The Communications/Social Media intern position will cover progress on these projects, including teacher reflections and impact on student engagement and action.

Posting: This position is for undergraduate students interested in an internship with a nonprofit leader in the dynamic field of Education for Sustainability (EFS). CEL F is a small organization with committed staff passionate about changing K-12 education.

Duties may include but are not limited to:

- Develop a familiarity with the CEL F programs and the ability to communicate about CEL F services.
- Assist educator staff during program delivery: documentation via photos, social media, occasional participant interviews
- 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.
- Update database with contacts and status of program participation.
- Sample projects include: Written Case Studies, Video Creation, Social Media Calendar Creation.

Qualifications:

- Strong written and verbal communication skills.
- Highly organized and detail oriented.
- Experience with corporate and/or nonprofit social media and communications
- 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:

- Interaction with all members of CEL F's team and will have the opportunity to learn about working in a small, growing nonprofit while gaining specific skills in planning, communications, social media, fundraising and database management.
- Exposure to K-12 teachers from a variety of subject areas as well as CEL F's network of industry experts from the corporate and higher education sectors, pending specific programs and projects.

Hours: Flexible, between 10-15 hours per week. A portion of this time can be done remotely on a personal computer.

Location: 200 Summit Lake Drive, Valhalla, NY