Internship Description

The Environmental Defense Center is looking for an Event Coordinator Assistant Intern to join our amazing team and assist with our largest fundraising event of the year. The ideal candidate for this role is someone who is organized, self-motivated, persistent, and good with people. The intern's primary role will be to solicit items for the event's auction under the supervision of the EDC's Event Coordinator. Other roles may include assisting EDC's administrative team with tasks related to events, development, and communications. This is a great opportunity for someone looking to get event planning and fundraising experience along with helping protect our local environment.

Qualifications and Time Commitment

Candidates should be committed to making a difference in their local community and have an interest in event planning and the administration of non-profit organizations. Experience in event planning and/or fundraising is preferred.

The internship requires a commitment of 10 hours per week for minimum 10 weeks with the potential to extend a second quarter. Intern will ideally stay on and help with event preparations until the event on June 2nd.   Intern will be paid a stipend of $250 per quarter (total of $500).

Application Procedure

Please submit a cover letter and resume to Kaleena Quarles at kquarles@environmentaldefensecenter.org.

About the Environmental Defense Center

EDC is a non-profit, public interest law firm that protects and enhances the local environment through education, advocacy, and legal action. Since 1977, EDC has worked to protect and restore California's environment and natural resources. EDC works primarily within Santa Barbara, Ventura, and San Luis Obispo counties. Program areas include protection of the Santa Barbara Channel, ensuring clean water, preserving open space and wildlife, and addressing climate and energy.

Come join a fun team and be a part of making a difference in protecting our local environment! Visit www.EnvironmentalDefenseCenter.org for more information.