



## EVENT COORDINATOR ASSISTANT INTERNSHIP

### Internship Description

The Environmental Defense Center is looking for an Event Coordinator Assistant Intern to join our team and assist with our largest fundraising event, *Green & Blue: A Coastal Celebration*, in addition to some smaller EDC events. The ideal candidate for this role is someone who is organized, self-motivated, persistent, and great with people. **The intern's primary role will be to solicit, track, acknowledge receipt, and coordinate pick-up of items for the event's silent auction.** This position will be primarily supervised by EDC's Office Manager and Event Coordinator, with additional direction from our Development Coordinator. Other duties may include assisting EDC's administrative team with tasks related to this and other events, development support, and potential assistance with EDC's outreach and communication efforts as needed. This is a great opportunity for someone looking to get event planning and fundraising experience, who has a passion for environmental protection and conservation, and who wants to be part of a fun team.

*Due to Covid-19 restrictions, this will be a partially remote position as EDC continues to monitor local, state and federal requirements in 2022. This intern will assist with pick-ups and deliveries for the event, adhering to strict safety protocols. The intern can expect to work directly with the Event Coordinator and other relevant staff through weekly check-ins on Zoom.*

### Qualifications and Time Commitment

Candidates should be committed to environmental protection and making a difference in their 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 candidate must have experience maintaining complex spreadsheets and must pay extremely close attention to detail. Additionally, the ideal intern is outgoing, charismatic, and will be comfortable making solicitations on the phone on behalf of EDC. The intern should have a basic understanding of how EDC operates and should be familiar with our work, as they will be representing our organization when soliciting in-kind donations from members of our community.

The internship requires a commitment of 10 hours per week for 10 weeks (one quarter) with the potential to extend to a second quarter. The Intern will stay on and help with event preparations up until the event takes place on June 5, 2022.

*The intern will be paid a stipend of \$250 per quarter (total of \$500).*

### **Application Procedure**

Please submit a cover letter and resume to Daniel Elkin at [delkin@environmentaldefensecenter.org](mailto:delkin@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](http://www.EnvironmentalDefenseCenter.org) for more information.

*EDC is proud to be an equal opportunity employer and is committed to cultivating a diverse and inclusive work culture. We believe that a diverse workforce improves our ability to assist our clients; enhances intellectual engagement; inspires innovation and creativity; and promotes skills like critical thinking and problem-solving. EDC is dedicated to hiring a diverse team of qualified individuals with respect to gender identity (including gender expression), race, sexual orientation, family status, religion, ethnicity, age, physical abilities, and other factors. EDC will also make reasonable accommodations for qualified individuals with disabilities*