



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 outreach and fundraising 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 & Event Coordinator, with additional direction from our Development Director. 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 interested in nonprofit administration and who is 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.

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.

Experience in maintaining complex spreadsheets and close attention to detail are a plus. Additionally, the ideal intern is outgoing, charismatic, and will be comfortable making solicitations on the phone on behalf of EDC. This is an opportunity for the intern to learn and gain a better understanding of how the non-profit world works, learn more about EDC's mission and how our work directly impacts the community we live in. As the intern will be representing our organization when soliciting in-kind donations from members of our community, this intern will establish a basic understanding of EDC's work.

The internship requires a commitment of 10 hours per week for 10 weeks (one quarter) with the potential to extend to a second quarter. It is our hope that the Intern will be able to stay on a second quarter and help with event preparations through Green & Blue which takes place on June 9, 2024.

Compensation

In addition to the training and education that will be provided by EDC, EDC agrees to pay the intern \$16/hour, paid on a monthly basis.

Application Procedure

Please submit a cover letter and resume to Venessa Hutchins at VHutchins@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 issues. 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.

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.