

Outreach Team Internship - Northwest Earth Institute

Organizational Background:

Northwest Earth Institute is a grassroots organization of volunteers and community organizers around the country who have brought together more than 110,000 people to dialogue and take action on behalf of the Earth. NWEI offers eight discussion courses. Courses include: 1) Global Warming: Changing CO₂ course, 2) Healthy Children-Healthy Planet, 3) Choices For Sustainable Living, 4) Reconnecting with Earth, 5) Voluntary Simplicity, 6) Menu for the Future, 7) Discovering a Sense of Place, and 8) Sustainable Systems at Work. Please visit www.nwei.org; for more information on our approach to grassroots social change through small group dialogue and action.

The Outreach Team Intern will have the following areas of primary responsibility:

Support and grow the National Earth Institute Network, a network of more than 20 Sister Earth Institutes and over 700 volunteers and local organizers throughout the country working to create cultural change through the use of NWEI's study guides on ecological issues for small groups.

The intern will assist with recruiting, assisting and advising local organizers in starting NWEI courses.

- ❖ Provide support to Outreach Team members
- ❖ Answer phone calls; take and process course book orders; help maintain database
- ❖ Respond to requests for information via phone, mail, and e-mail.
- ❖ Provide requested materials; suggest additional courses and programs as follow up.
- ❖ Assist with community outreach ideas and local group coordination.
- ❖ Assist with event planning, and occasionally support Development and Curriculum Directors
- ❖ The intern will support existing sister earth institutes and refer new contacts to sister earth institutes.
- ❖ Research and develop new key regional and national networks for possible implementation of NWEI programs.
- ❖ Conduct outreach to new organizations and networks regarding NWEI programs.

Qualifications:

Applicant should have some previous outreach experience and be comfortable on the telephone and speaking to new contacts. Experience in grassroots social change initiatives and design or publishing skills a plus, but not required. Salesforce experience preferred. Applicant must have some working knowledge of ecological issues and a personal commitment to living sustainably. Intern must work in our Portland office.

Duration:

3 to 6 months. Hours: Full time or part time (15 hrs/week; 20 preferred). Hours worked are flexible between 8-5pm, Mon-Fri.

Compensation:

We are not able to offer compensation at this time, but can offer a fun and rewarding team experience, skills development, and flexible hours and time off as needed. In addition, NWEI is willing to assist students to receive credit (if eligible through your university).

Application Process:

Please send a resume and cover letter electronically to Sarah Menzies at contact@nwei.org. ****Please note: 'Internship Application' in the subject of your email, and paste your cover letter in the text of the email.****