

**Program & Learning Intern
Position Description
September/October 2022 – December 2022**

About the Position: Ecochallenge.org seeks a motivated and reliable individual for our internship program. This program is ideal for people seeking experience in the nonprofit sector and sustainability or climate change education. The intern will work with the Program & Learning Manager and may collaborate with other staff members. The intern will primarily support learning and programming efforts in Discussion books and Ecochallenge events.

Duties & Responsibilities include, but are not limited to:

- Pursue permissions contracts with publishers/authors
- Identify and catalog new client engagement leads for learning programs
- Conduct research in sustainability education, climate justice, behavior change
- Proofread and copy-edit learning program curricula materials
- Develop learning activities and other curricula for learning programs
- Catalog learn more resources for Ecochallenge events
- Participate in an Ecochallenge event
- Collaborate and coordinate with other staff as needed
- Additionally, the intern will identify one or two goals that they wish to accomplish

Skills required: Candidates will be detail-oriented, self-directed, able to work on multiple projects, and be able to keep to schedules and timelines. Preferred and transferable experiences include volunteer or work experience in sustainability, environment, organizing, communications, or education fields; research skills; writing, editing and proofreading skills; and remote work collaboration skills.

Time Commitment: The intern will work approximately 6-8 hours per week with some weeks having more hours based on project timelines. A schedule that works for both the intern and Program & Learning Manager will be established and adjusted as needed. The Program & Learning Manager will be the primary supervisor. The internship is fully remote and flexible between Mondays-Thursdays 8am-5pm and Fridays 9am-1pm in the intern's local time zone. The organization is closed for two weeks from Dec. 19 – Dec. 31, so the intern will not need to fulfill their hours over this period.

Compensation: The intern will receive a \$2,000 stipend for their work. If relevant, Ecochallenge.org can assist in providing documentation for receiving course, internship, and practicum credits. Timing of stipend payments to be determined by the intern and supervisor.

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Application Instructions: To apply, send a 1-2 page résumé and an optional 1 page cover letter to veronica@ecochallenge.org. Please send a single PDF file of the résumé and optional cover letter. Applications are reviewed as they are received with priority given to those received by Tuesday August 30, 2022. Applications will be accepted until the position is filled. The application process typically involves one to two virtual interviews. If you are interested in a shorter internship, please note this in your application. Contact the Program & Learning Manager, Veronica Hotton, for more information and questions.

About Ecochallenge.org

Mission: *Inspiring people to take responsibility for the Earth*

At Ecochallenge.org we believe in a future with fresh air to breathe, clean water to drink, nourishing food to eat, and a sustainable climate. And we believe that individual learning and behavior changes done in community are key in creating a sustainable future. Through our Discussion books and Ecochallenge events, we connect participants with research-based learning and actions with a community of other people. We show how individual learning and behavior change make a collective and measurable impact. Together, our learning, our actions, our impact, and our will to make significant change foster a more just and sustainable climate.

Commitment to Diversity, Equity, and Inclusion: Our work encompasses upholding equitable and just solutions by representing this in our programming as best we can through ongoing iterations and improvements. We are committed to inspiring people to connect with their communities and together, lead our work towards a healthy, just, and sustainable future. A successful sustainability movement for us reflects the landscape and experiences of the communities we work with. We are also committed to the principles of justice, equity and inclusion by supporting a staff and board who represent the rich diversity of the communities we serve. Ecochallenge.org is an equal opportunity employer and strongly encourages individuals from diverse backgrounds to apply. We seek qualified applicants regardless of race, color, gender, sexual orientation, religion, national origin, ancestry, age, ability, education, marital status, family status, and veteran status.