

Outreach and Events Intern

Corvallis Environmental Center Background: The Corvallis Environmental Center (CEC) is a community-based, educational non-profit that has prioritized partnerships to implement programs to address community needs since 1994. CEC's mission is to create a healthy, sustainable community. We do this through pre-K through 8th environmental education, Farm to School programs, youth leadership development, teacher training, and food security. We work in Corvallis, Oregon and surrounding rural communities. CEC's programs include after school programs, summer camps, a nature-based preschool in Avery Park, classroom education in partnership with the Corvallis and Philomath School Districts, family programs and events, and a 1-acre demonstration and education garden in Starker Arts Park known as SAGE. The Corvallis Environmental Center is committed to being an inclusive organization and fully supports those demanding reform and justice. We stand with those who have been affected by violence, racism and other forms of discrimination.

Position Description: Are you computer and social media savvy? Have a flair for marketing? Love talking to people? If so, join the Corvallis Environmental Center as an Outreach and Events intern. Learn more about community outreach, engagement, fundraising, events, marketing, and nonprofit development. Get a behind the scenes look at what makes our organization work and gain knowledge in each of our program areas.

Job Responsibilities:

The Outreach & Events Intern will work under the supervision of the Outreach & Events Coordinator and will be responsible for the following:

- Participate in CEC internship orientation.
- Assist in managing and scheduling the organization's social media communications.
- Assist in helping to maintain, manage and grow the organization's online presence via Facebook and Instagram.
- Assist in planning, organizing, and implementing regular outreach events while getting to know the community.
- Promote volunteerism by giving presentations, and attending tabling events with the Outreach and Events Coordinator.
- Refine your writing, design, and speaking skills by helping to promote upcoming CEC events and programs through our various outlets.
- Cultivate useful communication and outreach skills.
- Support marketing projects for each of the programs.
- **OPTIONAL:** Earn academic credits– check in with your advisor to see if it qualifies for credit.

Qualifications:

- Ability to communicate effectively with a diverse group of people.
- Punctual and reliable and highly organized.
- Experience using all Microsoft Office products and Google-Drive, experience with Canva, Wix, and Adobe Suite is a plus.
- A creative approach to everyday needs and tasks and a desire to achieve them with excellence.
- A self-starter; has the ability to take an initiative.
- A desire to learn, or add to your knowledge, about social media and how it impacts an organization.
- Positive attitude.
- Enjoy working with people.

For more information, contact the Outreach & Events Coordinator at:
karen@corvallisenvironmentalcenter.org