



Regional Environmental Council, Inc.

of Central Massachusetts

P.O. Box 255 ● Worcester ● MA ● 01613

(508) 753- 2303 ● (508) 799-9139 ● (508) 799-9147 (fax) ● www.recworchester.org

Position available:

Earth Day Coordinator Intern:

Date: January 2011

The Regional Environmental Council (REC) is seeking a highly organized and motivated individual for 6-10 hr/week Earth Day Coordinator Intern. The prospective candidate will provide critical support role for the Environmental Health and Justice Program of the REC. The Regional Environmental Council has organized the Earth Day Cleanup events for more than twenty one years, thanks to dedicated partners and volunteers; and has had a major impact on the quality of life in Worcester.

Job Responsibilities:

- Support staff to develop and implement an Earth Day 2012 publicity plan.
- Assist in coordination of event-related mailings: this involves contacting volunteer groups, coordinating schedules, and directing volunteers through the process.
- Assist in organizing and distributing logistics and supplies for volunteers during the Earth Day clean up.
- Provide administrative support for staff, e.g. maintaining and updating a spreadsheet containing sponsor information, contacting and following up with potential sponsors via phone, email and in person, and keeping track of incoming and outstanding sponsorships
- Assist staff with volunteer recruitment via mailings, PSA's, radio ads and social media, being available to assist volunteers with any issues or questions about their volunteer job, maintaining contact with volunteers about event details, helping to maintain a spreadsheet containing volunteer information.
- Assist with Earth Day wrap up duties; to include assistance with design and production of donors, partners and volunteers acknowledgments.
- The Earth Day Coordinator Intern must be available to work on the day of the Earth Day Cleanups.

Qualifications:

Candidates must have excellent communication skills, good knowledge of the Worcester community, and an interest in networking with variety of people including sponsors, donors and volunteers. Candidates should be well organized, command professionalism and capable of working independently, and as part of a team. Additional desirable qualifications include community organizing skills; knowledge of environmental justice issues, experience with community-based organizations; experience working in a cross-cultural setting; knowledge of Microsoft Office (Word and Excel) and the internet. Bi-lingual fluency preferred (English and Spanish or English and another locally common language)

The Regional Environmental Council is non-profit organization dedicated to achieving environmental and social justice in Worcester. REC is an equal opportunity employer committed to an inclusive workplace. People of color are strongly encouraged to apply. **Send resume and cover letter** (Email preferred) to ehj@recworchester.org with "Earth Day Coordinator Intern" in the subject line or mail to:

Koby Owusu Ansah

Regional Environmental Council, P.O. Box 255, Worcester, MA 01613

ATTN: EHJ Program Director