



### **Title: 2016-2017 Program Implementation Internship**

Dream in Green is looking for a highly responsible individual with strong writing and management skills to assist with several projects for our 2016-2017 Dream in Green Academy programs. Our environmental education programs encourage K-12 South Florida students, teachers and administration staff to design and implement environmental solutions at their schools by completing a series of monthly challenges throughout the academic year.

### **Responsibilities**

- Willingness to support Dream in Green's mission
- Assist with the recruitment of schools for our programs
- Assist with organizing events such as the professional development training and mid-year meeting for teachers leading the programs, and end-of-year awards ceremony
- Assist with researching and writing content for The Academy's newsletter
- Assist with receiving, filing and scoring online monthly submissions from schools
- Follow up with teachers regarding participation and submissions

### **Qualifications**

- Experience with Microsoft Office suite
- Experience with Prezi, Adobe and WordPress is a plus
- Must be organized, detail-oriented and follow instructions
- Must be a team player and demonstrate the ability to work effectively in a volunteer environment
- Currently enrolled or recently graduated from a Bachelor's degree

### **Learning Outcomes**

- Learn how environmental education programs are implemented in K-12 schools
- Gain a deeper understanding of local environmental challenges
- Experience how a non-profit organization operates differently than a for profit organization/company
- Develop skills (i.e. teamwork, meeting project deadlines, etc.) to improve your resume and have a higher change of landing an entry-level job after college
- Great opportunity to acquire experience within the non-profit sector and to showcase it on your resume. A recommendation letter will be provided upon completion.

**Duration:** We need the person to commit to this position for a semester or through the 2016-17 academic year

**Schedule:** 5 to 10 hours per week. To be defined according to intern's schedule.

### **Submission Procedure**

If interested in applying for this unpaid internship, please send resume and cover letter to Mabel Rodriguez, [mabel@dreamingreen.org](mailto:mabel@dreamingreen.org).

### **About Us**

Dream in Green is a non-profit organization whose mission is to empower individuals to respond to climate change and other environmental challenges facing local and global communities. For more information visit [www.dreamingreen.org](http://www.dreamingreen.org).