



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 nonprofit organization operates different than a for profit organization/company
- Develop skills (i.e. teamwork, meeting project deadlines, etc.) to improve your resume and have a higher chance 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 for this position through the 2016-17 academic year

Schedule 10 hours a week. To be defined according to intern's class schedule.

Submission Procedure

If interested in applying send resume and cover letter to karla@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.