

## Outreach and Events Internship

**CEC Background:** The CEC envisions a community in which People Learn, People Care, People Act. In pursuit of this vision, our mission is to educate, engage, and inspire people to create a healthy, sustainable community. We do this through nature-based education, local & healthy food initiatives, and energy conservation programs. The CEC was founded in 1994 as a grassroots effort to take action on environmental issues and today reaches over 15,000 people in Benton County and surrounding area through its programs and services. CEC educational programming and community events are held at the Avery House Nature Center, Starker Arts Garden for Education (SAGE), in community schools, and outside at various parks and other locations. The CEC is a 501(c)(3) non-profit.

**Position Description:** Are you computer and social media savvy? Do you have a flair for marketing? Love talking to people? Then 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
- Participate in at least one CEC event (Summer Concerts, Family Garden Cookouts, Supper at SAGE, etc.)
- Manage and schedule the organization's social media communications
- Maintain, manage and grow the organization's online presence
- Assist in planning, organizing, and implementing regular outreach events
- Support staff and volunteers in advertising and soliciting in-kind donations for events
- Take an active role in the community by attending special events, local business meetings, etc.
- Promote volunteerism by giving presentations and attending events
- Refine your writing, design, and speaking skills promoting upcoming CEC events and programs
- Cultivate useful communication and outreach skills
- Support marketing projects for each of the many CEC programs

### Qualifications:

- Ability to communicate effectively with a diversity of people
- Punctual and reliable
- Highly organized
- Experience using all Microsoft Office products and Google-Drive
- A self-starter: ability to take an initiative
- A desire to learn about social media
- Experience with Wordpress and Adobe Suite a plus
- A positive attitude!

For more information, contact the Outreach & Events Coordinator at: [teagan@corvallisenvironmentalcenter.org](mailto:teagan@corvallisenvironmentalcenter.org)