



Title: Communications & Events Intern for Environmentalists of Color

Position: Part-time (15 - 20 hours per week) for 4 months

Start Date: Monday, Feb 1, 2016

Location: 4619 N. Ravenswood, Chicago, IL 60640

### ABOUT ENVIRONMENTALISTS OF COLOR

Founded in 2013, Environmentalists of Color (EOC) is an interdisciplinary network of leaders of color who are passionate about an array of critical environmental issues, ranging from habitat conservation to environmental justice. We cultivate opportunities for community, support, and professional development so members can thrive in their chosen fields. Our programs and events create impact at the intersection of cultural experience, multilevel leadership, and sustainable career pathways in the environmental sector.

### ABOUT THE INTERNSHIP

The goal of the internship is to assist with curating a broadened, influential conversation about how to address a lack of diversity, equity and inclusion in the field of environmental sustainability. The objectives are as follows:

- Work alongside EOC leadership in building and maintaining its infrastructure and membership;
- Support EOC's organizational strategy by assessing needs and identifying opportunities for future programmatic development;
- Produce an end-of-term presentation with recommendations for next steps, or possible solutions to an issue investigated during the internship.

### EXPERIENCE

The internship is an opportunity for an individual with an interest in being a contributor and future leader in Chicago's environmental sustainability sector. In short, it strives to provide a rewarding experience that fosters professional growth. Over the course of the term, the intern will enjoy:

- Developing valuable professional and leadership skills that will help prepare for a career in sustainability;
- Growing a knowledge base of environmental sustainability and its current state of affairs, regarding topics like career development, funding, and the strategic alliances between the for-profit and nonprofit sectors;
- Networking with a diverse community of leaders and entrepreneurs, specializing in wide array of fields from sustainable design to conservation.

### RESPONSIBILITIES

Primary responsibilities will include:

Developing EOC's organizational strategy, including:

- Assessing organizational needs;
- Assist in short- and long-term planning for EOC programs;
- Evaluate strategies and programs to measure the achievement of established goals.

Contributing to EOC outreach efforts, including:

- Developing content for EOC quarterly newsletter and social media outlets;
- Administering EOC marketing and outreach platforms;
- Planning and attending EOC events, occasionally attend external networking events.

Researching and sharing public content for network knowledge, including:

- White paper, report and other data acquisition related to diversity, equity, and/or inclusion in the sector;
- High-level media scans for current, related news and developments to share with network (i.e. COP21 developments, Clean Power Plan, Sustainable Development Goals);
- Job board reviews and posting to social media sites.

## DESIRED QUALIFICATIONS

The ideal candidate will possess these attributes or the capacity to develop them:

### *Education*

Pursuing or attained Bachelor's Degree. Candidates must have a personal interest in sustainability, and a focus in the areas of research, marketing, and/or communications is a plus.

### *Hard Skills*

- Strong written and verbal communication abilities;
- Experience in social media and email marketing platforms (MailChimp preferred);
- Experience in innovatively planning, executing and evaluating events;
- Familiarity with Google Drive applications;
- Familiarity with the nonprofit sector and/or fundraising;
- Mac OS computer proficiency;
- Primary and secondary research experience;
- Proficiency in Microsoft Office applications: Word, PowerPoint, and Excel.

### *Soft Skills*

- Keen attention to detail;
- Capacity to thrive in a collaborative, open workspace;
- Flexibility to adapt and quickly respond to changing situations and new ideas;
- Drive to question and reform the status quo;
- Ability to take initiative while also knowing when to ask questions;
- Willingness to critically reflect on one's work and grow personally and professionally;
- A sense of humor, curiosity and outgoing personality;
- Engagement with a personal hobby or pursuit;
- Knowledge of sustainability issues and a genuine passion for addressing them;
- Ability to view issues through a broad, multifaceted perspective.

## APPLICATION PROCESS

Please submit your resume and one-page writing sample to the attention of Anthena Gore at [eoc.network@gmail.com](mailto:eoc.network@gmail.com). Applications will be accepted until the position is filled.

Upon review of their application materials, promising candidates will be selected for a 45-60 minute interview, conducted via videoconference (e.g. Skype) or phone. All applicants will receive a response in a timely manner.

## LOCATION AND DAILY SUPERVISION

Foresight Design Initiative will host the Communications & Events Intern for the Environmentalists of Color at their offices in Ravenswood's Industrial Corridor.

A personal working space, including use of a Mac computer, and access to shared amenities will be available to the intern. While the intern will report to his/her EOC supervisor on project work, a Foresight staff member will act as a site supervisor and help orient the intern to the office space.

Foresight Design Initiative is a Chicago-based nonprofit innovation organization founded in 2003. Working at the intersection of design thinking, systems analysis and sustainability, it employs a broad toolkit to create more holistic and resilient approaches to a variety of relevant challenges. In addition to working with a diversity of private and public sector clients, Foresight offers related educational programs and embarks upon occasional self-initiated projects.