

2010 Summer Internships at ECOSS

The Environmental Coalition of South Seattle (ECOSS) is an environmental resource for diverse businesses, underserved communities, individuals and governments in the Puget Sound region. By providing free education, resources and technical assistance, ECOSS encourages urban redevelopment and a healthy environment.

You will assist ECOSS staff on various projects depending on interest, skill level and organizational need and capacity while gaining valuable experience working with a small non-profit and expanding your skill set. Clear goals and objectives will be set as a team, and a review of successes will follow at the end of the term. You should have a demonstrated interest in environmental issues, policy and law, and/or community development, as well as excellent writing, research, and communication skills. A working knowledge of Microsoft Word and Excel is required. Duration of the internship will be between 1 to 3 months, depending on the project. No stipend is available at this time, but we do offer a fun and relaxed work environment and the opportunity for you to gain exposure to a range of environmental issues and the chance to enhance your resume!

Green Business Internship

Project Ideas

- Plan and implement an ECOSolutions information session aimed at educating the business community about an important issue. Past sessions have included sharing updates to the NPDES Stormwater Permit and Hazardous Waste Management
- A neighborhood scale industrial ecology project
- Solid waste outreach to local businesses
- Hazardous material “house cleaning” project for industrial businesses

Commitment: 10-20 hours per week; flexible

Location: ECOSS offices, located at 8201 10th Avenue South, Seattle, WA 98108, or remotely.

Start Date: June, 2010

End Date: August, 2010

To apply for this position, please send a resume and cover letter detailing why ECOSS interests you and what project sounds interesting (or suggest a new one!), and specific skills you have that will help you succeed. Please send all materials to volunteer@ecoss.org.

Grant Research/Writing Internship

Responsibilities

- Find programs and funding opportunities through substantial research (online and/or at the library) on available grants and foundations
- Preparing briefings on funder prospects and grant opportunities
- Compiling required documents for grant submission, meeting all requirements and according to guidelines

Qualifications: Excellent writing, editing, research, and organizational skills.

Commitment: 10-20 hours per week; flexible

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Fund Development/Events Internship

Responsibilities

- Assisting in organizing ECOSS' two fundraising events
 - Identifying and recruiting sponsors
 - Soliciting auction items
 - Determining theme, caterers and entertainment and other event details
 - Outreach, including posting on social media sites and around the community
 - Help create signage and other decorations as needed
 - Attending and staffing events
 - Recruiting friends and colleagues to attend events
 - Ensuring that all appropriate acknowledgements to sponsors/donors have been made
- Organizing new donor recruitment events
 - Putting together a tool kit for house parties

- Organizing a quarterly social/happy hour

Qualifications: Enthusiastic, outgoing and professional individuals who are interesting gaining career experience in the nonprofit or event management field and who are willing and excited about representing ECOSS and our mission.

Commitment: 10-20 hours per week; flexible

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