Title: Communications & Events Intern
Position: Part-time (10-15hrs) for 3 months
Compensation: Unpaid
Start Date: Summer – Flexible
Deadline to apply: Friday, April 29
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 viable career pathways in the environmental sector.

ABOUT THE INTERNSHIP
The goal of the internship is to assist with curating a broadened, influential conversation on how to address the lack of diversity, equity and inclusion in environmental sustainability. The objectives are to:
- Work alongside EOC leadership to grow and sustain its infrastructure and membership;
- Assess needs and identifying opportunities for future programmatic development;
- Produce an end-of-term presentation with recommendations for a program/event, or possible solutions to an issue investigated during the internship.

EXPERIENCE
The internship is an opportunity to provide a rewarding experience that fosters professional growth for an individual interested in contributing to and becoming a leader in Chicago’s environmental sustainability sector. Over the course of the term, the intern will enjoy:
- Developing valuable professional and leadership skills to prepare for a career in sustainability;
- Increasing knowledge of environmental sustainability and its current state of affairs;
- Networking with a diverse community of leaders and entrepreneurs.

PRIMARY RESPONSIBILITIES
Developing EOC’s organizational strategy, including:
- Assessing organizational needs;
- Assisting in planning for EOC programs;
- Developing feasible metrics to determine 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.
Researching and sharing public content for network knowledge, including:
- Building a resource bank of reports, research, etc. related to diversity, equity, and/or inclusion in the sector.
- High-level media scans for current, related news to share with network (i.e. COP21 developments, Clean Power Plan, Sustainable Development Goals);
- Job board administration and posting.

**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 graphic design, 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

Step 1. Application
Please submit the following to the attention of Anthena Gore at eoc.network@gmail.com:

1. Resume;
2. One-page writing sample;
3. Questionnaire answers.*

*Please use the EOC Questionnaire Link (http://goo.gl/forms/y2XNF0pSe8) to submit the form.

The deadline to apply is Friday, April 29. Applications will be evaluated on a rolling basis, so all candidates are strongly encouraged to apply early.

Step 2: Interview
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.

Step 3: Confirmation and Letter of Understanding
In order to ensure a mutually beneficial experience with clear expectations for all parties, interns are asked to sign a letter of understanding that outlines their goals and details the agreed upon time commitment. They are also asked to review and sign the organization’s anti-harassment and Internet usage policies. A work plan/job description (subject to change and evolution) is also provided detailing the project(s) on which they will be involved, including initial tasks and deadlines.

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.