



EarthShare of Georgia Internship Description

June 1-August 31, 2017 (start and end dates may be flexible)

EarthShare of Georgia connects people to trusted nonprofit organizations dedicated to conserving and protecting our air, land and water. For further information go to: www.earthsharega.org.

The intern will assist with the preparation for the fall employee-giving campaign season to help raise critical funds for EarthShare of Georgia's 70 environmental member groups and increase environmental awareness among employees in both the public and private sector. During the fall, EarthShare of Georgia's staff and volunteers provide more than 100 presentations as part of the charity campaigns for federal and state employees and companies such as Kaiser Permanente, Cox Enterprises, Accenture, Acuity Brands and many more. EarthShare of Georgia plays a key role in connecting employees to volunteer and learning opportunities with the environmental and conservation groups that employees can support year-round through payroll-giving programs in the workplace.

Internship Benefits:

- Work with a leading non-profit organization that helps support more than environmental and conservation organizations through employee-giving programs training.
- Learn about Georgia's environmental issues and the work of organizations dedicated to improving our air, land and water.
- Develop important non-profit administrative and project coordination skills.
- Meet representatives of leading environmental and conservation organizations for future career opportunities.

Internship Duties:

Assist with all aspects of campaign season preparation including brochure mailings, contacting campaign coordinators for campaign kick-off event information, visiting member group representatives to learn more about their work and gather information on their accomplishments and goals for fall campaign messaging, researching environmental information, sending campaign gift acknowledgements and updating the donor data base, answering phone and email inquires about EarthShare of Georgia, handling general filing and office support as needed.

Requirements:

- 1) Strong written, oral communication and organizational skills.
- 2) Computer program literacy (strong Excel skills is key)
- 3) Outgoing and friendly personality
- 4) Reliability, honesty and integrity.
- 5) Willingness to assist others and work as a team
- 6) Available transportation for commuting to downtown Atlanta office and local events

Hours:

Preferred days and hours: Tuesdays, Wednesdays and/or Thursdays, 10 am-4 pm, Jun 1 – August 31, 2017 for approximately 200 hours, some hours off-site. This is the general schedule, with some variation depending on special EarthShare of Georgia events or projects. Send cover letter, resume and three references to Madeline Reamy, Executive Director, Madeline@earthsharega.org or call 404-873-3173. www.earthsharega.org