

EarthShare of Georgia
2018 Spring Internship Description
January 30 – May 17, 2018 (preferred)

EarthShare of Georgia connects people to trusted non-profit organizations dedicated to conserving and protecting our air, land and water. Founded by environmental organizations in 1992 to represent them in workplace-giving programs, EarthShare of Georgia partners with dozens of employers to help raise funds through workplace-giving campaigns to help support more than 100 environmental member groups. For further information go to: www.earthsharega.org.

Event Management Focus:

We are currently looking for a student interested in learning more about event management to help the staff implement our annual Earth Day fundraising corporate events designed to raise awareness around the work of EarthShare of Georgia's member groups throughout Georgia. These events, held in March and April, include the Corporate Green Day Challenge, which is an annual volunteer workday that unites hundreds of employees for volunteer service with outstanding environmental and conservation organizations in order to clean up stream banks and parks throughout Atlanta and beyond, on March 30-31, 2018. The Leadership Breakfast attracts hundreds of company and environmental leaders to a beautiful venue for a keynote speaker, awards program, environmental updates and member group displays, to be held on April 12, 2018. The Earth Day Party is an informal networking event which includes food, music and an eco-silent auction that helps raise funds for EarthShare of Georgia to be held on April 19, 2018.

Internship Benefits:

- Work with a leading non-profit organization that helps support more than 100 environmental and conservation organizations through employee-giving programs training to gain valuable job skills
- Learn about Georgia's environmental organizations dedicated to improving our air, land and water
- Develop a full understanding of event logistics, planning and committee roles with a full behind the scenes look at event planning
- Network with executives within Georgia's most influential corporations and environmental non-profits

Internship Duties:

- Assist with all aspects of event implementation including tracking event revenue and expenses
- Manage event guests and sponsor lists
- Assist with procuring silent auction items and managing logistics of their delivery
- Answer phone calls and emails about the events
- Register guests at the events
- Assist with event set-up and take-down and other duties as assigned
- Assist with other office duties as needed

Requirements:

- 1) Must be 21 years of age or older by April 2018
- 2) Strong written and oral communication and organizational skills
- 3) Computer program literacy, including but not limited to Microsoft Office Suite
- 4) Outgoing and friendly personality
- 5) Physical stamina and ability to assist with lifting boxes and loading cars for event set-up and take-down
- 6) Reliability, honesty and integrity
- 7) Willingness to assist others and work as a team
- 8) Available transportation for commuting to downtown office and for local events and meetings

Hours: Student must be able to commit a minimum of 10 hours per week. We are flexible and would prefer a student who can devote a minimum of 200 hours to this internship (10-20 hours per week). Attendance at all Earth Day events is required. Student must be willing to work extra hours on event days and the week of the events.

Contact: For further information, please send a resume and cover letter to Madeline@earthsharega.org, or call EarthShare of Georgia at 404-873-3713, www.earthsharega.org.