Edgewater Environmental Coalition Internship

Summary: EEC is a coalition of community members and environmental stewards. Bringing a green voice to local challenges, we empower people to build and maintain a more sustainable future through action, organizing, education, and advocacy. We are rooted in advancing a healthy and verdant Edgewater. Information about EEC at edgewaterenvironmentalcoalition.org.

We are looking for an energetic, community-minded individual to assist non-profit leaders in managing neighborhood-based advocacy, projects, and other organization priorities. This position includes a combination of project management, public, and volunteer communication, marketing and public outreach, and administrative tasks.

Duties/Responsibilities:
- Aid in coordinating and planning prescribed projects and event
- Policy and legislative research & providing group members updates
- Maintaining monthly meeting minutes and drafting meeting summaries
- Attending a once a month meeting from 6:30-8pm on the second Thursday of each month virtually or in-person.
- Assist in leading volunteer events (as available)
- Able to support in-person events in the local Edgewater area
- Community outreach includes contacting local businesses and drafting communications
- Grant writing
- Coordinating fundraising opportunities with local businesses
- Other projects as assigned and/or spearheaded by yourself

Qualifications:
- Passion for sustainability and/or non-profit community-based work (such as non-profit management or climate activism)
- Excellent written and verbal communication through experience sending professional emails and verbal phone communication
- Environmental policy and/or activism knowledge in Chicago and/or Illinois
- Proficiency with Google applications, Microsoft Office, and web technology
- Self-motivated and able to work independently and collaboratively
- A positive, welcoming attitude and comfortable working with diverse groups
- Project management, website development, and marketing/communications experience preferred and not required