

## Outreach and Events Internship

**CEC Background:** The CEC envisions a community in which People Learn, People Care, People Act. In pursuit of this vision, our mission is to educate, engage, and inspire people to create a healthy, sustainable community. We do this through nature-based education, local & healthy food initiatives, and energy conservation programs. The CEC was founded in 1994 as a grassroots effort to take action on environmental issues and today reaches over 15,000 people in Benton County and surrounding area through its programs and services. CEC educational programming and community events are held at the Avery House Nature Center, Starker Arts Garden for Education (SAGE), in community schools, and outside at various parks and other locations. The CEC is a 501(c)(3) non-profit.

**Position Description:** Are you computer and social media savvy? Have a flair for marketing? Love talking to people? Then join the Corvallis Environmental Center as an Outreach and Events intern. Learn more about community outreach, engagement, fundraising, events, marketing, and nonprofit development. Get a behind the scenes look at what makes our organization work and gain knowledge in each of our program areas.

### **Job Responsibilities:**

The Outreach & Events intern will work under the supervision of the Outreach & Events Coordinator and will be responsible for the following:

- Participate in CEC internship orientation
- Participate in at least one CEC event (Summer Concerts, Earth Ball, etc.)
- Assist in managing and schedule the organization's social media communications
- Assist in helping to maintain, manage and grow the organization's online presence via Facebook and Instagram
- Assist in planning, organizing, and implementing regular outreach events while getting to know the community
- Promote volunteerism by giving presentations, and attending tabling events with the Outreach and Events Coordinator
- Refine your writing, design, and speaking skills by helping to promote upcoming CEC events and programs through our various outlets
- Cultivate useful communication and outreach skills
- Support marketing projects for each of the programs

### **Qualifications:**

- Ability to communicate effectively with a diverse group of people
- Punctual and reliable and highly organized
- Experience using all Microsoft Office products and Google-Drive, experience with Wordpress and Adobe Suite is a plus
- A creative approach to everyday needs and tasks a desire to achieve them with excellence
- A self-starter; has the ability to take an initiative
- A desire to learn, or add to your knowledge, about social media and how it impacts an organization
- A positive attitude!

For more information, contact the Outreach & Events Coordinator at: [Teagan@corvallisenvironmentalcenter.org](mailto:Teagan@corvallisenvironmentalcenter.org)