City of Long Beach Office of Sustainability

Earth Day Intern

Description

The City of Long Beach Office of Sustainability works to create a more sustainable community by engaging with individuals, neighborhoods and government to reduce our impact on the environment and protect our local natural resources. Long Beach Sustainability reports to the City Manager’s Office and supports the Sustainable City Commission, an advisory body to City Council.

The Earth Day Intern will support the planning and execution of an Earth Day festival to celebrate the 50th anniversary of Earth Day. You’ll gain skills in event planning, logistics, and communications working with a variety of City and community organizations. Help promote environmentalism in the city of Long Beach and promote engagement and action for Earth Day 2020.

Responsibilities

- Event planning and logistical support for the Long Beach Earth Day Festival
- Support outreach efforts to the community including partners and potential participants
- Help to develop communications materials to promote the event and other Earth Month activities and learn the tools to execute traditional and digital marketing campaigns
- Provide logistical support on the day of the event
- Provide analysis and feedback of marketing and event performance along with recommendations for future Earth Day events

Requirements

- At least junior standing with a GPA of 3.0 or higher
- Pursuing a degree in Environmental Science/Policy, Public Administration/Policy, Business, Hospitality or another related field
- Available to work a minimum of 10 hours per week during regular M-F 9-5 work schedule
- The creativity and drive to bring your ideas to life

How to Apply

Send your cover letter, resume, and a letter of recommendation to Courtney.Chatterson@longbeach.gov by January 10, 2020.

This is an unpaid internship and can be used for college credit. Interns will enjoy flexible schedules & work in downtown Long Beach.