

# Servant Leadership Summer Internship Placement Site

## Job Description Information Sheet

### Summer 2023

**Organization Name:** Environmental Education Alliance (EEA)

**Address:** mailing address: PO Box 801066 Acworth, GA 30101  
Intern workplace: remote (except for meetings and events)  
Weekly check-in meetings: location determined by mutual convenience

**Phone:** 678-485-1005

**Web site:** <https://www.eealliance.org>

**Internship Supervisor:** Karan Wood, Executive Director

**Supervisor's contact information including e-mail:** [KWood@eealliance.org](mailto:KWood@eealliance.org)

#### **Organization's Mission Statement:**

**Vision:** The Environmental Education Alliance (EEA) is the backbone organization for environmental education and outdoor learning in Georgia, working towards a world where every child grows up feeling connected to nature, knowledgeable about the environment, prepared to solve problems, and motivated to create a just and sustainable future.

**Mission:** EEA champions environmental and outdoor learning; promotes research-informed instructional practices and high-quality teaching resources; sparks innovation; demonstrates collective impact; advances equity and inclusion; and advocates for investment in the field.

**Theory of Change:** Children cannot be expected to protect the planet before they have a chance to explore and enjoy nature. And learning about human impacts on the earth can cause students to become distressed or disengaged. But educators can leverage the power of environmental and outdoor education to spark curiosity, engage children in real-world investigations, and foster problem-solving skills. These transformative learning experiences and nature connections empower children to tackle the environmental challenges of their generation, bringing us closer to a world where people and nature thrive. EEA offers assistance and resources to those who provide outdoor learning spaces, educate children, and cultivate inclusive nature experiences.

#### **Summary of organization's primary programs and services:**

Signature Programs and EEA's [Impact](#)

- [ATEEG](#) – nation's first accredited certification program for teachers and non-formal enviro educators
- [Council of Outdoor Learning](#) – including Outdoor Learning Toolkit
- [Monarchs Across Georgia](#) - pollinator habitat certification, Symbolic Migration project, workshops
- [Georgia Institute for Excellence in Environmental Education](#); and [Outdoor Learning Collaboratory](#)
- [Professional learning](#) including Conference, Outdoor Learning Symposium, Climate Change Educators' Bootcamp, eeCredentials online course
- [EEinGeorgia](#) online resource database
- [EE CEO Roundtable](#); [Beloved Community of Environmental and Outdoor Educators](#)
- [EE Landscape Analysis](#)
- [GOLD Grants](#) for outdoor learning

**Intern's title:** EEA Intern

**Number of interns requested:** 1

## **Internship project/job description**

(please include a virtual/socially distanced option if possible):

The intern will learn about and contribute to many aspects of Environmental Education Alliance's operations, including assistance with three ongoing EEA initiatives:

1. Outdoor Learning Collaboratory – a community engagement process that will result in draft Guidelines for Excellence in Outdoor Learning
2. EE Landscape Analysis – including development of a plan to deal with survey strengths, assets, gaps and needs identified by survey findings
3. GOLD Grant reports and case studies -

In addition, the intern will complete at least one special project from start to finish. Special projects will be jointly selected to match the intern's skills and interests. Examples of special projects include:

- Reframing an existing environmental education lesson to be more culturally-responsive, inclusive, equitable, or engaging
  - Creating a digital badge system for EEA's online short courses for educators
  - Developing a film or presentation of still images and slides to illustrate the impact of EEA
  - Designing social media and web site posts for upcoming events
- Special projects by previous Emory interns have included:
    - Designing this [pollinator habitat planner](#)
    - Preparing and presenting a session at a professional learning workshop
    - Coding interactive data analysis functions, such as this [water quality calculator](#) and this [streamside habitat quality calculator](#)

## **Qualifications:**

### **Essential Qualifications**

- Initiative and ability to work independently
- Reliability, resourcefulness, and problem-solving abilities
- Clear and effective oral and written communication
- Research skills including critical thinking in evaluation of sources and biases
- Accuracy and attention to detail
- Tolerance for routine tasks, when necessary
- Adaptability and flexibility in response to change

### **Useful Experience**

- Background in any of the following fields would be valuable: environmental science, education, environmental justice, participatory (citizen) science, ecosystem restoration, graphic design, marketing, website design and management, non-profit operations, English
- Organizational skills and / or event planning
- Familiarity with software such as Monday.com, Microsoft Office, Google slides, spreadsheets, jamboards
- Visual arts experience using apps such as Canva to create infographics, event fliers, social media posts
- Experience using drag and drop software to create web pages and online courses (Weebly, Word Press, Canvas and Badgr platforms)
- Experience filming short videos, creating EdPuzzles, designing slide presentations, etc.

**Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:**

No

**Will the internship require that the student have a car?**

No. Internship will be largely remote with in-person check-in meetings in a location convenient for intern and optional in-person events such as Pollinator Symposium June 24 in Winder

**Is placement site accessible by public transit or other transportation options?**

Check-in meeting locations will be selected based on access to public transportation and convenience for intern.