Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2021

Organization Name: Environmental Education Alliance

Address:
mailing address: PO Box 801066 Acworth, GA 30101
physical address: no office / most interaction via zoom until end of pandemic

Phone: 678-485-1005

Web site: https://www.eealliance.org

Internship Supervisor: Karan Wood, Exec Director

Supervisor’s contact information including e-mail.
Karan Wood: 678-485-1005
KWood@eealliance.org

Organization’s Mission Statement:
The Environmental Education Alliance (EEA) is a coalition of organizations and educators who envision a world where people and nature thrive. Since 1992, EEA has been working toward the day when every child grows up connected to nature, every person is environmentally-literate, and every community is motivated and empowered to protect the earth and its inhabitants.

Summary of organization’s primary programs and services:
- Increasing the effectiveness of environmental education (ee) offered by ee provider organizations and practitioners including teachers and non-formal educators, by:
  - Vetting, curating and creating environmental educational resources for schools, ee providers, non-profit organizations, and families
  - Offering professional learning workshops and courses for preK-12 teachers, university faculty, and non-formal educators such as naturalists, interpreters and rangers, to increase their capacity for helping all Georgia children to become scientifically-literate critical thinkers and problem-solvers
  - Providing a communication network, shared infrastructure, partnerships for funding proposals, collaboration on programs, relevant training, fiscal sponsorship of emerging projects, and other resources that contribute to the stability and effectiveness of environmental education organizations in GA
- Fostering a statewide culture of environmental literacy and stewardship
- Advancing diversity and inclusion in environmental education and nature experiences
- Promoting research-informed best practices in the field
- Providing grants, awards, and incentives to drive innovation and effectiveness
- Operating model programs and community science or stewardship projects

Intern’s title: ELITE Intern (Excellence & Leadership in Teaching about the Environment)
Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible):

PROGRAM DESCRIPTION:
The goal of the EEA ELITE Internship is to provide a pre-professional, experiential learning opportunity for university students interested in connecting children with nature, environmental education (in K-12 or non-formal settings), environmental stewardship, environmental justice, or non-profit management. The intern will receive detailed training which also exposes them to a broad range of Environmental Education Alliance’s operations and projects. Upon completion of training, the intern will be responsible for assisting with a variety of programs and operations as needed, and will also work on one or more special projects from start to finish, resulting in a portfolio-worthy deliverable. Beyond gaining valuable work experience in the field of environmental education, the intern will learn about management of a non-profit that functions as a statewide coalition of educators and environmental organizations.

RESPONSIBILITIES:
The EEA ELITE Intern will
• Participate in a training/mentoring process
• Learn about and contribute to all aspects of EEA’s operations
• Complete one or more special projects for which the intern is responsible from start to finish. Some examples include:
  o Reframe / re-create any of several common environmental education lessons to be more culturally-responsive, inclusive, fair and accurate
  o Create a digital interactive notebook for project-based learning
  o Code EEA’s storyline website to create interactive data analysis functions, like this [water quality calculator](#) or this [streamside habitat quality calculator](#), both made by a previous Emory intern
  o Devise a digital badge system for EEA’s Canvas courses for educators
  o Convert in-person teacher workshop modules to a virtual format
  o Contribute to the process of creating and analyzing a layered ARC/GIS map of environmental education providers, schools, pollution sources, and poverty in GA
  o Design a template for a student-directed project such as this [pollinator habitat planner](#), made by a previous Emory intern
  o Write and design educational, marketing, or fundraising materials
  o Film environmental educators for an online professional learning module

Qualifications:
- Initiative and reliability (ability to work independently)
- Organizational skills and willingness / ability to use project management software
- Resourcefulness, research skills, critical thinking in evaluation of sources and biases
- Accuracy and attention to detail
- Tolerance for routine tasks, when necessary
- Clear and effective oral and written communication
- Adaptability and flexibility in responding to changes and conditions
- Interest in environment, education, environmental education, environmental justice, community (citizen) science, or non-profit management
Preferred Skills - any or all of the following:
- Writing and editing letters, emails
- Graphic design: ability to create effective fliers, social media posts, invitations
- Database management: experience with Excel pivot tables, charts, graphs, ARC/GIS
- Website design and management including coding for customization
- Familiarity with apps and platforms such as MailChimp, Canva, ClickUp, Slack, Canvas, Weebly, Badgr, social media
- Filmmaking (for making short informal videos as part of online course content)
- Creating or editing fundraising appeals, marketing materials or articles
- Science education methods and models (project-based learning, 3-dimensional science as described in the Framework for K-12 Science Education; GA science standards)
- Adequate equipment and Wi-Fi to reliably participate in online meetings and workshops
- Ability to articulate interest in some aspect of the work and how the candidate could make a valuable contribution

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

Is placement site accessible by public transit or other transportation options? No – EEA does not have a physical office but we can arrange to meet an intern at a shared office space in a convenient location, one day a week, if conditions allow. Most work will take place at student’s location.