



## PROGRAM INTERN - GRADES OF GREEN

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Weekly Hours: 8-15 hours per week | Dates: January - May 2018

Apply by submitting a cover letter and resume to [info@gradesofgreen.org](mailto:info@gradesofgreen.org) by December 15  
Questions? Please email [info@gradesofgreen.org](mailto:info@gradesofgreen.org) or call 310-607-0175.

### ABOUT GRADES OF GREEN

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Grades of Green is changing the course of the future by making environmental protection second-nature in young minds. Grades of Green began in 2007 at Grand View Elementary in California by four moms wanting a better world for their children. After receiving an award from the EPA, the founders created a non-profit organization, so that other schools would have free and easy access to the tools and information needed to empower and inspire students to care for the environment. Grades of Green offers 40+ Grades of Green Activities aimed to instill environmental values in students. Whether you want to concentrate on conserving air, energy, waste, water, or toxins, Grades of Green has an array of Activities that will help protect the environment today while instilling environmental values in students for years to come. Today, over 400,000 Grades of Green students in over 500 schools from 18 countries are active stewards of our environment. Three Grades of Green students have received the Presidential Youth Award for the Environment, and another successfully had legislation at the state level enacted.

### POSITION SUMMARY

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Program Interns are an integral part of Grades of Green. Their responsibilities include assisting the Program Managers and Program Coordinators in coordinating the details of Grades of Green's operations and programs, which includes supporting schools and students and helping with program coordination, logistics, research and database management.

### OVERALL RESPONSIBILITIES

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- Intern will work closely with the Grades of Green team to gain knowledge of how to inspire and empower students to care for the environment by utilizing Grades of Green Activities.
- Intern will help write program-specific website and social media content.
- Intern will assist in gathering information and conducting research about Grades of Green schools and programs.
- Grades of Green will train the intern in program implementation, and will work with the intern to improve research, written and verbal communications skills.

### REQUIRED SKILLS:

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- Able to apply general functional computer knowledge in utilizing Microsoft Office, Google products and other technical tools to manage work - WordPress knowledge a plus.
- Proficient problem-solving and communication skills including listening, acknowledging, asking questions, and being curious.

### EXPECTED OUTCOMES AND BENEFITS:

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- Understand the inner workings of an environmental education non-profit organization.
- Gain leadership skills by assisting in program development.
- Offer ideas and input to benefit the organization.

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