



UNLEASHING THE POWER OF COLLABORATION FOR ENVIRONMENTAL HEALTH AND JUSTICE

Communications and Member Engagement Intern Position Description

THE OPPORTUNITY

Coming Clean is seeking a Fall 2022 Communications and Member Engagement Intern to assist with strategic external communications, develop internal communications materials in collaboration with members of the Coming Clean network, and assist with compiling a visual database of Coming Clean member activities.

The Communications and Member Engagement Intern will report to, and take direction from, both the Manager of Communications and Media and the Network Organizer.

THE PROGRAM

Coming Clean's Internship program seeks to create an opportunity to enter into environmental health and justice work and to mentor the next generation of organizers and nonprofit professionals in our theory of change: principled, equitable collaboration grounded in the grassroots and affected communities. Anyone who meets the qualifications is welcome to apply and need not be seeking college credit to be considered.

This is a 10-15 hour per week, 16 week program from September 6 through December 23.

RESPONSIBILITIES

- Perform weekly media monitoring of Coming Clean campaigns and compile 2022 media reports for EJHA affiliates.
- Assist with drafting press releases and developing press lists, with guidance from Coming Clean's Manager of Media and Communications.
- Design original visual materials for social media posts, reports and the Coming Clean website.
- Develop and complete at least one original blog, based on existing Coming Clean reports and member campaigns.
- Develop a series of member spotlight emails and social media materials, highlighting members' shared goals and opportunities for collaboration.
- Compile data for data visualizations about Coming Clean member actions, campaigns and goals, with guidance from the Network Organizer.

GENERAL RESPONSIBILITIES & EXPECTATIONS

- Participate fully in Coming Clean's staff team (including staff meetings and calls, joint planning and work tracking, organization-wide events, intra-staff communications, thinking creatively about how to advance Coming Clean's mission, etc.).
- Communicate clearly and reliably as needed via phone, video conference, email, and in person with Coming Clean members, allies, staff, and consultants; proactively and constructively raising up challenges and pursuing solutions; and being accountable for achieving task deadlines (or modifying those deadlines with adequate notice if necessary).
- Exhibit professional, courteous behavior; polite persistence; problem-solving skills for routine tasks as well as in urgent situations; promotion of Coming Clean program goals and principles; furtherance of our strategic partnership with EJHA; and alignment with Coming Clean's mission, goals and objectives.
- Understand and adhere to the Coming Clean Principles, the Principles of Environmental Justice, the Jemez Principles for Democratic Organizing, and the Louisville Charter.

QUALIFICATIONS

- High school diploma or equivalent education or experience
- Strong written and verbal communication skills
- Prior writing experience
- Comfort with Microsoft Office and Google Suite, Zoom, and Slack
- Ability to work remotely, independently and as part of a team
- Experience in, knowledge of, and passion for relevant issues including environmental health, chemical pollution, economic and Environmental Justice, clean energy and preventing climate change preferred