

RCC Earth Week Internship
January - June 2019

Job Purpose

With Rachel Carson College's commitment to the Environment & Society, the Rachel Carson Earth Week Internship Program seeks to create a community of leadership and engagement of the college's theme through experiential learning. Interns develop student leadership skills by coordination of events, programs, and workshops for the Rachel Carson and greater UCSC community.

Job Roles

- Coordinate Earth Week programs in conjunction with the RCC CUIP Intern and Earth Week Team
- Create quarterly themed programs including large and small-scale events such as panel discussions, receptions, film screenings, field trips, etc.
- Collaborate with campus environmental partners, faculty, and staff
- Interns will gain valuable professional skills such as setting task lists and timelines, organization and time management, developing budget proposals, writing press releases and marketing, facilitating meetings, communicating with campus units and off-campus guests, and working in a team

Requirements

- Undergraduate student at UCSC
- Enroll in 2-unit course each quarter
- Work 5-7 hours per week (schedule set based off of intern's availability and event staffing needs)
- 2 quarter commitment
- 4-6 pages Critical Reflection Paper (each quarter)
- Inter-Organizational Sustainability Retreat Participation (January 25-27, 2019)

Perks

- 2 units credit per Winter & Spring quarter
- Gain experience planning, coordinating, implementing, marketing, and assessing events
- Develop financial planning skills including grant writing, securing funding, managing a budget, etc.
- Gain professional communication skills including email, phone, and public speaking
- Develop leadership skills

Required Qualifications

- Strong oral, written, and interpersonal skills sufficient to interact with a diverse group of faculty, staff, and students
- Basic typing and computer skills
- Ability to work under pressure with multiple ongoing projects, varying deadlines, and numerous interruptions
- Ability to work collectively in a teamwork environment
- Must be responsible, reliable, resourceful, and be able to take initiative

Preferred Qualifications:

- Experience with, and knowledge of, sustainability issues
- Rachel Carson College student