RCC Earth Week Internship
January - June 2020

Job Purpose
The Rachel Carson College Earth Week Internship Program seeks to connect all UCSC students to the RCC theme, *Environment & Society.* Interns develop student leadership skills by coordinating events, programs, and workshops that cover both social and environmental issues that pertain to the entire UCSC community.

Job Roles
- Coordinate Earth Week programs in conjunction with the RCC CUIP Intern and Earth Week Team
- Create themed programs for Earth Week and throughout winter quarter including panel discussions, volunteer days, 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, marketing and design techniques, facilitating meetings, communicating with campus units and off-campus guests, and working as part of a team

Requirements
- Undergraduate student at UCSC
- Enroll in 2-unit P/NP Independent Study Course each quarter
- 2 quarter commitment
- Work 5-7 hours per week (schedule set based off of intern's availability and event staffing needs)
- 4-6 pages Critical Reflection Paper (each quarter)
- Inter-Organizational Sustainability Retreat Participation (January 24-26, 2020)

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

Preferred Qualifications:
- Experience with, and knowledge of sustainability issues
- Knowledge of basic design program, such as Canva