



JOB DESCRIPTION

Internship – Eco El Paso

About Eco El Paso

Eco El Paso is an all-volunteer nonprofit focused on sustainability in the El Paso region. Eco El Paso is a 501(c)3 nonprofit focused on sustainability in the Hot-Arid climate of El Paso and the Chihuahua Desert. From homes and businesses to city government, we are here to promote and educate the public about how we can live a more sustainable lifestyle in all aspects of our lives.

Role Summary - Paid Internship:

- We are currently looking for an intern to support our nonprofits day-to-day business operations, initiatives, communications, and events.
- As part of your internship program, you will learn about our mission at Eco El Paso, with a special focus on sustainability, research, analysis, event management, project management, social media content, newsletters, and overall communication about the nonprofit to the public in person, by phone, and email.
- Manage email Inbox for the nonprofit general email account and reply in a timely manner to questions, requests, etc.
- Answer phone calls from the public.
- Our internship program runs for through December 2021 (4-5 months total) and will be a minimum of 10 hours per week at \$10 per hour. We will work with intern's schedules depending on your school schedule and overall availability.

Key Responsibilities:

- Learn about our sustainability, environmental, and social initiatives, efforts, and how we are making an impact.
- Creating and improving our sustainability content for our newsletter and social media.
- Collaborate closely with the website development team, graphic designers, content creators, and Board Members on content needs.

Preferred Skills & Experience:



- Current college student or recent college graduate.
- Any experience in sustainability or impact-related fields are appreciated but not required
- Understanding of basics in client communication, content creation, social media marketing (any platforms)
- Excellent communication skills and intellectual curiosity

What we can offer you:

- Hands-on experience in a nonprofit environment
- Remote and onsite opportunities with flexible working hours
- Career coaching, mentoring and opportunities for networking
- Being part of a diverse team spanning various industries
- This is a PAID internship

How to apply & next steps

- info@ecoelpaso.org
- We are looking to fill this position immediately. Please send your resume and a few sentences on why you would like to be considered for this internship.