



Internship Opportunity: Outreach Intern

Overview

The ENC is looking for a responsible and outgoing individual who has a passion for marketing, outreach, and environmental education. As an intern, you will be responsible for setting up booths to represent the ENC at various events as well as assisting the full-time staff with Savor OC restaurant recruitment, research, developing educational props, and helping with onsite and offsite programs.

Position: Outreach Intern (6 – 8 hours per week with flexible schedule, including occasional weekends and evenings)

Pay Rate: Unpaid, class credit with school approval. Mileage reimbursed for offsite events

JOB DUTIES:

- Preparing materials and Managing booths at offsite events, including setup and cleanup
- Engage public at events and showcase what the ENC offers through games, interaction with an animal, and artifacts
- Working closely with the Outreach Director to recruit restaurants, develop branding, and build props for our bi-annual Savor OC events.
- Research and develop educational props for offsite outreach programs

SKILLS AND EXPERIENCE:

- Highly detail-oriented and organized
- Dependable and reliable
- Can think critically, creatively, and thoughtfully to execute project-based assignment
- Ability to use of a personal computer and current Office software applications.
- Ability to communicate effectively both orally and in writing in English.
- Comfortable around animals, kids and people
- Experience interacting with the public in a fast-paced environment

SPECIAL REQUIREMENTS

Must have reliable transportation to and from the facility and offsite events. Must be willing and able to work evenings, weekends, and holidays as needed.

APPLICATION AND SELECTION INFORMATION

Resumes may be submitted via email: sama@encenter.org. For additional information, please call Sama at (949) 645-8489 ext. 113. Recruitment is ongoing.

The Environmental Nature Center will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview. The Environmental Nature Center is an equal opportunity employer.