

Development/Communications Internship (Summer/Fall) — Los Angeles office

Are you bothered by the fact that 9 out of 10 Californians breathe air that violates Federal Clean Air Act standards? Concerned with the impacts of climate change? Do you think it's unfair that people who live in poor neighborhoods are exposed to a toxic soup of dirty air on a daily basis?

Do you want to do something about it?

Interns at the Coalition for Clean Air play a valuable role in our fight to restore clean, healthy air to California. Join our team of experienced professionals as we move the needle forward on policies that will save lives and improve the quality of life for Californians.

Interns will perform data analysis in the areas of donor relations and prospect research. They will also assist in copy editing of online and grant documents. Interning at the Coalition for Clean Air will give you real-world experience in fast-moving development fields in a fun, collegial atmosphere.

Our organization values creativity, collaboration, and standing up for the little guy. We are looking for someone with attention to detail, an inquisitive mind and excellent research skills. Interns are considered volunteers (school credit or unpaid) and must be available at least two full days per week. We are looking for a 10-week commitment.

Responsibilities may include:

- Research potential sponsors and donors
- Assist development department in creating new and innovative fundraising initiatives
- Assist development department in creating special thank you initiatives
- Help in conducting in depth researching into new fundraising markets
- Assist in organizing and implementation of awareness and giving campaigns.
- Researching psychographic and demographic information of target populations
- Drafting correspondence, appeals, articles, and marketing materials
- General tasks such as filing, copying or data entry
- Database development and maintenance
- Organizing marketing, communications and archival materials
- Assist special events coordinator with production(planning) of fundraising and donor cultivation events

Qualifications:

- Must be a current undergraduate or graduate student*
- Strong written and oral communication
- Strong organizational and computer skills
- Must be detail-oriented and able to handle multiple assignments
- Ability to take initiative and work independently, as well as to work in a team environment with significant supervision
- Commitment to the mission of the Coalition for Clean Air

Suggested majors that may benefit most from this internship:

- Communications
- Marketing / Public Relations
- Journalism
- English
- Political Science
- Environmental Studies

Contact: Please send your cover letter and resume to Brian Sheridan at brian@ccair.org.

*In alignment with our mission, CCA supports the use of public transportation and will compensate LA transit commute options.