

Coalition for Clean Air - Development internship — Los Angeles office

Are you bothered by the fact that 9 out of 10 Californians breathe air that violates the Federal Clean Air Act standards? Does climate change burn you up? 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 social media, email communications, donor relations and prospect research. Interning at the Coalition for Clean Air will give you real-world experience in fast-moving communications and 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:

- Assisting development department in creating new and innovative fundraising appeals
- Assisting development department in creating special thank-you initiatives
- Helping to conduct in-depth research into new fundraising markets
- Assisting with organizing and implementation of awareness and giving campaigns
- Researching demographic information of target populations
- Drafting correspondence, appeals, articles, and marketing materials
- General tasks such as filing, copying or data entry
- Organizing marketing, communications and archival materials

Qualifications:

- Must be a current undergraduate or graduate student
- Strong written and oral communication
- Strong organizational and computer skills
- Ability to take initiative and work independently
- Commitment to the mission of the Coalition for Clean Air
- Three month commitment. 15-20 hours per week.

Suggested majors that may benefit most from this internship:

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

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