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## Summer 2025 Impact Interns Position Description

### Organization Information

**Organization Name:** ecoLatinos

**Address:** 7309 Baltimore Ave, Suite 218, College Park, MD 20740

**Organization Website:** <https://ecolatinos.org/>

**Organization Description:** ecoLatinos is a small and dedicated environmental nonprofit organization whose mission is to amplify the voices of the Latino Communities in their pursuit of social and environmental justice through outreach, education, and advocacy across the Chesapeake Bay region. Our programs and initiatives provide environmental awareness and inspire environmental stewardship by fostering a stronger connection to nature and sustainability within underrepresented communities and the youth. This internship at ecoLatinos provides a dynamic opportunity for interns to apply their environmental expertise, develop professional skills, and make a meaningful impact in advancing environmental justice within Latino communities.

### Position Logistics

**Intern Preference:** Graduate student

**Start and End Date:** June 2nd– Sept. 2 (they can begin on an earlier date in May if they can)

**Hours per Week:** 40

**Number of Weeks:** ~14 weeks

**Expected Daily Hours:** 9:30 am to 5:30 pm

- Must be flexible to work extra hours in some evenings, attend some evening networking events, and/or work on some weekends for a few hours to do tabling or community outreach events. The time will be compensated for the hours worked to get time off during the week.

**Important Availability Dates:** The intern must be flexible to work on some weekends (for a few hours) to do community outreach or tabling events at festivals. The extra hours worked will be flexed during the week.

**Location:** In-person

### Position Information

#### Core Technical Skill Set:

- Communications - includes writing, copy editing, and public speaking
- Program Management - includes program design and overseeing day to day program operations

- Event Planning - involves creative planning, coordinating event details, and managing day of logistics

### **General Duties and Responsibilities:**

1. **Youth Environmental Education:** Assist in developing and delivering educational content tailored for youth, focusing on environmental stewardship, climate change awareness, and sustainable practices. This includes facilitating workshops, interactive sessions, and hands-on activities that engage and inspire young participants.
2. **Community Outreach and Engagement:** Support outreach initiatives aimed at connecting with diverse community members, particularly within the Latino community. This involves organizing and participating in community events, festivals, and meetings to promote EcoLatinos' mission and programs.
3. **Program Coordination and Support:** Assist in the logistical planning and execution of youth environmental programs, such as the Youth Environmental Summer Camp. Responsibilities include coordinating schedules, preparing materials, and ensuring smooth operation of program activities.
4. **Bilingual Communication and Translation:** Utilize bilingual skills to translate educational materials, promotional content, and communications between English and Spanish. This ensures accessibility and inclusivity for all community members.
5. **Content Creation:** Develop engaging content for social media platforms and outreach materials to raise awareness about environmental issues and promote program initiatives. This includes creating posts, videos, and graphics that resonate with the target audience.

### **Specific Deliverable(s):**

1. Development of Environmental Events and Activities: The intern will take the lead in creating and coordinating community-focused environmental events and activities. These events will aim to educate the community on best management practices, such as stormwater management, and promote sustainable solutions that residents can implement in their daily lives.
2. Community Outreach and Engagement Strategy: The intern will develop and implement a targeted outreach plan to maximize community participation in these events. This includes promoting events through social media, email campaigns, and direct community engagement while ensuring outreach materials are available in both English and Spanish.
3. Partnership Development and Maintenance: The intern will strengthen existing partnerships with community organizations and identify opportunities to establish new collaborations. This will involve regular communication with partners, exploring shared goals, and finding ways to enhance collective impact.
4. Event Tracking and Reporting: The intern will be responsible for maintaining detailed records of events and activities, including participant attendance, feedback, and measurable outcomes. They will also create post-event reports that highlight successes, challenges, and opportunities for future improvements.
5. Developing Educational Material: Develop bilingual educational materials and resources for events and outreach efforts, ensuring the community has access to practical information on sustainable practices.

**Qualifications:**

1. Must be bilingual and have excellent communication skills in both English and Spanish (oral and written).
2. Strong foundation in environmental science, sustainability, or a related field and has a genuine passion for applying knowledge to support ecoLatinos' mission, initiatives, and projects.
3. The intern must be enthusiastic to help ecoLatinos' mission to amplify the voices of the Latino Communities in their pursuit of social and environmental justice through outreach, education, and advocacy across the Chesapeake Bay region.
4. Must have good interpersonal, and community engagement skills as well as enjoy working with the youth.
5. Must have a car and drivers license.
6. Must be able to work with high school students.

**Preferences:**

1. Bilingual Proficiency: Fluency in English and Spanish with strong oral and written communication skills.
2. Technical Skills: Proficiency in Microsoft Office, Google Workspace (Docs, Sheets, etc.), and Google Forms.
3. Data Analysis: Familiarity with survey creation and analysis tools.
4. Community Engagement: Passion for community empowerment and engagement.
5. Social Media Knowledge: Experience in developing social media content and executing communications strategies.
6. Task Execution and Follow-Through: This skill is crucial as interns will be responsible for carrying out daily operations, setting up activities, and ensuring the seamless execution of programs. Dependability and attention to detail are key.
7. Youth Engagement and Communication: Interns must be skilled in interacting with students in an engaging, supportive, and clear manner. This includes facilitating activities, providing guidance, and fostering a positive learning environment.

**Physical Demands of Position:** The position may require occasional physical activity, such as carrying boxes, setting up equipment, or pulling a cart for the Youth Environmental Summer Camp and weekend festival tabling events. Interns should be comfortable working outdoors in various weather conditions and engaging in light physical tasks associated with event preparation and community outreach.