



EVENT ASSISTANT INTERNSHIP

Internship Description

The Environmental Defense Center is looking for an Event Assistant Intern to join our team and assist with our largest fundraising event, *Green & Blue: A Coastal Celebration*, in addition to some smaller outreach and fundraising events. The ideal candidate for this role is organized, self-motivated, persistent, and great with people. **The intern's primary role will be to solicit, track, acknowledge receipt, and coordinate pick-up of items for the event's silent auction.** This position will be primarily supervised by EDC's Office Manager & Event Coordinator, with additional direction from our Development Director and Assistant Director. Other duties may include assisting EDC's administrative team with tasks related to this and other events, development support, and potential assistance with EDC's outreach and communication efforts as needed. This is a great opportunity for someone interested in nonprofit administration and who is looking to get event planning and fundraising experience, who has a passion for environmental protection and conservation, and who wants to be part of a fun team.

Qualifications

Candidates should be committed to environmental protection, making a difference in their community, and have an interest in event planning and non-profit administration. Experience in event planning and/or fundraising, maintaining complex spreadsheets in Excel/Google Spreadsheet, and close attention to detail is preferred. Additionally, the ideal candidate will have experience making solicitations on the phone, and is well-spoken, outgoing, and charismatic. This is an opportunity for the intern to learn and gain a better understanding of how the non-profit world works, learn more about EDC's mission and how our work directly impacts the community we live in.

Time Requirements

The internship requires a commitment of 10 hours per week for two quarters. We ask that the Intern be able to stay on through Green & Blue which takes place on June 8, 2025.

The intern will work in EDC's downtown Santa Barbara office. A valid driver's license and transportation is required to fulfill the role.

Compensation

In addition to the training and education that will be provided by EDC staff, EDC agrees to pay the intern \$16.50/hour, paid twice a month.

Position is open until filled, with a planned start date in January 2025.

Application Procedure

Please submit a cover letter and resume to Brandi Webber at Brandi@EnvironmentalDefenseCenter.org.

906 Garden St. Santa Barbara, CA 93101

PHONE (805) 963-1622

www.EnvironmentalDefenseCenter.org

About the Environmental Defense Center

The Environmental Defense Center defends nature and advances environmental justice on California's Central Coast through advocacy and legal action. Since 1977, we have represented more than 140 nonprofit, community-based organizations working on issues throughout Santa Barbara, Ventura, and San Luis Obispo counties. Our program areas include land & water, ocean, climate & energy, and environmental justice.

Come join a fun team and be a part of making a difference in protecting our local environment! Visit www.EnvironmentalDefenseCenter.org for more information.

EDC is proud to be an equal opportunity employer and is committed to cultivating a diverse and inclusive work culture. We believe that a diverse workforce improves our ability to assist our clients; enhances intellectual engagement; inspires innovation and creativity; and promotes skills like critical thinking and problem-solving. EDC is dedicated to hiring a diverse team of qualified individuals with respect to gender identity (including gender expression), race, sexual orientation, family status, religion, ethnicity, age, physical abilities, and other factors. EDC will also make reasonable accommodations for qualified individuals with disabilities.