



COMMUNITY EVENTS INTERN

TYPE OF EMPLOYMENT: Unpaid Internship

6-15 hours per week, including weekend events, during the course of a semester.

The Community Events Intern will support the Community Events Department and will coordinate logistics and volunteers associated with all community events, including countywide beach, inland, and community cleanups, and volunteer programs.

Specific Duties Include:

- Assist with coordination of ILACSD's community events and volunteer events and programs
- Manage Community Events supplies, inventory, purchasing, proper and timely storage
- Respond to volunteer inquiries including check in and checkout of supplies
- Coordinate and attend community cleanups and events
- Work with Development & Marketing Department to market community events including collateral and website updates
- Fostering positive relationships with community groups, local media, elected officials, and other parties who can assist ILACSD in fulfilling its mission and supply funding.
- Professional and accurate representation of ILACSD
- Assist other departments as needed.

POSITION REQUIREMENTS:

- Excellent organizational and time management skills
- Commitment to working in a team environment
- Ability to interact with diverse groups of people
- Effective communication skills for diverse audiences
- Knowledge of environmental challenges facing San Diego County
- Reliable transportation
- Weekend availability
- Bilingual Spanish/English preferred

