



**WOMEN'S VOICES  
FOR THE EARTH**  
OUR HEALTH. OUR FUTURE. TOXIC FREE.

## Event & Mobilization Organizer Intern

Type: Contract

Term: July 30 – August 9, 2018

Location: New York City

**Women's Voices for the Earth (WVE) is a national organization whose mission is to amplify women's voices to eliminate the toxic chemicals that harm our health and communities.**

Through our internship program, WVE provides an opportunity for students and others to gain first-hand experience working on issues of environmental health and justice. Interns work hand-in-hand with our professional staff to develop a variety of personal and professional skills. Our interns make a lasting contribution to the development of WVE's programs and enhance the organization's capacity to fulfill its mission.

Women's Voices for the Earth is seeking an energetic and personable part-time, intern to support the planning and implementation of an upcoming action in the New York area. The Event & Mobilization Organizer (EMO) intern will gain valuable experience in planning special events, community outreach, campaign development, and more. The EMO intern will have the opportunity to work closely with our Communications and Programs team in a dynamic, women-led non-profit setting.

This temporary-position runs from July 30 to August 9, 2018, for a special, short-term project. The EMO intern works a flexible part-time schedule for a total of 25-30 hours during business hours to be determined. WVE is offering a \$500 stipend and the opportunity to work with a dynamic team!

### **Primary event and mobilization organizer internship duties, include:**

- Assist with planning, logistics, and execution for Day of Action on August, 7, 2018
- Implement project recruitment strategies
- Serve as primary, on-site (local) contact for local contacts and organizations with support of WVE Staff
- Help create and schedule social media posts
- Enter contact information into contact management systems
- Participate in in-person meetings and conference calls, as needed
- Lead "day of" logistics involving shuttle bus transportation from New York City to Tarrytown
- Debrief the event and provide wrap-up support

### **Qualifications**

- Commitment to Women's Voices for the Earth's mission, vision and strategic plan goals
- Desire to create social, economic and political opportunities for women, femmes, and impacted communities
- Passionate about public health, gender equity, activism, environmental justice, public policy, community organizing, human rights, reproductive health, and/ or social justice
- Experience recruiting for and organizing social events that are either school or work related
- Interest in on-the-ground and online organizing and advocacy, including social media campaigns, graphics and other digital communication strategies/techniques
- Experienced and comfortable with public speaking, in front of both small and large audiences

- Knowledge of Adobe Creative Suites and graphic design programs
- You love knowing about the coolest and newest memes, trends and events.
- Ability to work independently, yet collaboratively as part of a team, to achieve goals and deadlines

### Requirements

- **All-day availability on Tuesday, August 7, 2018**
- Access to personal laptop/ phone and reliable transportation
- Outstanding communication, interpersonal, and problem-solving skills
- Impeccable attention to detail
- Excellent time-management skills and understands how to prioritize work based on organizational needs
- Active familiarity with social platforms, especially Facebook, Instagram, and Twitter
- Strong familiarity of Microsoft Office programs (Word, Excel, PowerPoint)
- Exhibit creativity, resourcefulness, accountability and flexibility – must be able to work with remote supervision/ coaching.
- Ability to serve and engage with a diverse continuum of women and people of color including but not limited to ability, age, education, familial status, gender identity, gender expression, immigrant status, incarceration status, race, sex, sexual orientation and socioeconomic status.

Interested candidates, please send a cover letter and resume to Sarada Tangirala at [saradat@womensvoices.org](mailto:saradat@womensvoices.org) with “Events & Mobilization Organizer Intern” in the subject line. Review of applications will begin immediately, with a goal to start no later than July 30, 2018.

*WVE strives to integrate values of equity and fairness into our work, which includes bringing an intentional gender justice and racial justice analysis to our programmatic work and organizational structure. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world. WVE provides all people with equal employment and volunteer opportunities. Women and people of color are strongly encouraged to apply.*