

## **The Center for Health, Environment and Justice (CHEJ) Volunteer Internships – 2019**

The Center for Health, Environment and Justice (CHEJ) is a national environmental organization based in Falls Church City, Virginia (6 miles from the District of Columbia). Lois Marie Gibbs, the community leader at Love Canal, established CHEJ in 1981. In 2017, CHEJ became a project of Peoples Action Institute (PAI). Our philosophy is to teach and empower by assisting grassroots groups and individuals (as well as interns) to build upon their strengths. Through our organizing, leadership development research and technical assistance, we empower individuals with skills and information to make sound judgments and become a part of the political decision making process to protect health and our natural resources. CHEJ staff practices team-based working techniques. Volunteer Interns play an active role among the staff and receive diverse skills through hands-on experience. In addition to working on special projects, interns gain insight into the complexities of environmental issues that involve many different players, an appreciation of science for the public interest, the importance of data in advocacy work and a respect for the power of an informed citizen.

**All graduate and undergraduate backgrounds are welcome.** We only ask that you be committed to making a difference and reclaim our health and rebuild environmental democracy. CHEJ's Volunteer Internship program qualifies for academic credits and fulfills the requirements for a majority of Colleges and Universities in the United States. Volunteer Internships are available year-round. The positions are full or part-time with flexible hours (minimum of 15-20 hours per week). CHEJ generally does not offer compensation, however depending on funding a small stipend and some transportation expenses are offered. Housing is not provided.

### **Community Organizing Volunteer Internship**

#### **The Community Organizing intern working will:**

Be trained by CHEJ organizers in the basic organizing process; Will contact groups and individuals who have contacted CHEJ have contacted, and learn about their current status and needs, and provide basic organizing direction, and then report back to organizing staff on the contacts; Work with organizing staff to develop information on patterns and trends in CHEJ's organizing assistance; and Follow-up contacts with grassroots activists who are organizing in their own communities. Prepare and publish blogs and E-blasts. Because of the large number of contacts, CHEJ Organizers can only actively work with a limited number of these activists, and the Intern will follow-up as needed.

Must be well organized, computer literate and able to communicate effectively and sympathetically, especially on the telephone. Some experience with grassroots organizing preferred but not necessary and has a commitment to the goals of CHEJ.

### **Science and Technical Department Volunteer Internship**

**Description:** Work with Stephen Lester, Science Director and Science staff the primary focus will be Research. Duties will include: Organizing and Developing Resources on SuperFund sites, Love Canal and other affected communities, Updating CHEJ Publications and Fact Packs, Prepare Abstracts and draft technical reviews for Science Director, Review and contribute to content for expanding CHEJ Web Site, Develop Resource Pages for CHEJ Web Site, Prepare and publish blogs and E-blasts, Reorganizing and Indexing Paper Files, Developing a Referral List, Indexing Back Issues of CHEJ Publications, and assistance with special projects such as meetings with EPA officials.

**Skills and Experience Needed:** Must be well organized, computer literate, scientific research and web skills; some knowledge of or interest in topic; some experience creating web pages, Basic science background; writing and research skills, data base, or indexing experience, or strong interest in project.

## **Communications & Development Associate Volunteer Internship**

**Description:** The CHEJ's Communications and Development effort seeks an intern who can participate in various stages of outreach. This intern should be prepared to work in a team environment, and will finish the internship having gained broad experience in various aspects of fund development and communications.

**Responsibilities:** Design and create promotional materials; Assist in the distribution or delivery of marketing materials; Create and organize content for publications and reports; Work with staff to develop effective communications strategies; Assist with database activities and perform analysis of data; Assist with fundraising activities (acknowledgements, and appeals); Participate in highly interactive meetings with CHEJ staff and Founder, Lois Gibbs. Participate in Online giving efforts, Prepare and publish blogs and E-blasts. Enter contact information into contact management systems; Provide support, input and updates for social media and website; Assists with maintaining CHEJ's web infrastructure. The position will also assist in handling CHEJ's print and online media design and layout.

**Requirements:** A undergraduate or graduate student who is majoring in Communications, Marketing, Advertising, or Information Technology and other related disciplines. This person should have excellent verbal and written communication skills, organization skills, with knowledge of Web and social media, online research and some data analysis. PowerPoint, Word and Excel experience are a bonus and will be considered when choosing the best applicant for this internship position. Highly computer literate with the ability to learn new technologies quickly; Knowledge and/or familiarity with Web site navigation.

Enter and retrieve entries into databases (SalesForce, Salsa Labs), including processing cash, credit card and electronic transaction gift entry; maintaining advocacy database; updating and properly coding and tagging records; entering prospect records; updating and cleaning database lists. Run database reports in SalesForce,

**Skills and Experience Needed:** - Highly computer literate with the ability to learn new technologies quickly; Knowledge and/or familiarity with Web site navigation, multimedia tools or similar Web design tools; and operations of Web technologies in a Microsoft server environment; InDesign experience helpful, but not required, training will be provided. Excellent communication skills, written and verbal.

**To Apply for these Volunteer Internships:** Send a letter interest and your resume to: Sharon Franklin, Chief Operating Officer, via e-mail [to sfranklin@chej.org](mailto:sfranklin@chej.org) or by U.S. mail to The Center for Health, Environment and Justice, P.O. Box 6806, Falls Church, VA. 22040-6806. Attn: Sharon Franklin.

8/2019