

# plasticpollutioncoalition

## COALITION PROGRAM INTERNSHIP

### About Plastic Pollution Coalition

[Plastic Pollution Coalition](#) is a global alliance of over 750 member organizations, businesses, and notable leaders in 65 countries, working toward a world free of plastic pollution and its toxic impact on humans, animals, the ocean, waterways, and the environment.

### Position Description

Plastic Pollution Coalition recently overhauled its institutional database and processes for engaging and tracking members. The successful candidate will work directly with the Coalition Program Director to update and improve the institutional database of individuals, organizations and businesses. This is a great opportunity to gain experience with database management and to liaise directly with coalition members across the globe working to reduce plastic pollution.

### Primary Responsibilities

- Revise coalition member records with updated information
- Improve tagging and categorization of coalition members within new database
- Help design and disseminate a survey of members to better meet their needs
- Provide support for monthly DC Coalition Speaker Lunch planning and logistics
- Conduct ongoing research of relevant events/networks/affinity groups

### Desired Abilities/Qualifications

- Pro-active with the ability to work both independently and as a team player;
- Skilled in multitasking, organizing, and prioritizing competing time demands to ensure the ability to meet commitments and deadlines;
- Existing familiarity using Google Apps (Gmail, Drive, Calendar), the Microsoft Office Suite (Word, Excel, PowerPoint), and Mac operating systems
- Experience with CiviCRM and/or database systems is a plus but not required
- Strong commitment to the Plastic Pollution Coalition mission.

### Time Frame & Position Details

Applications will be accepted and reviewed on a rolling basis. Please send your resume, cover letter and at least one reference to [coalition@plasticpollutioncoalition.org](mailto:coalition@plasticpollutioncoalition.org)