



Community and Membership Outreach Internship Fall 2022

Organization Background

Founded in 1969, [Missouri Coalition for the Environment](https://moenvironment.org) (MCE) is Missouri's independent citizens' environmental organization for clean water, clean air, clean energy, and a healthy environment. We envision a future where the people of Missouri, regardless of race, income, or geography, live in and demand a clean, safe, and protected environment, now and for generations to come. We work to achieve this vision through our mission of educating, organizing, and advocating in defense of Missouri's people and their environment.

Our values, listed below, direct the mission-driven activities we undertake to achieve our vision.

Collaboration – We learn from, nurture, and support other organizations and individuals working for environmental justice and protections. We recognize that we are stronger together. **Equity and Inclusion** – We are committed to being inclusive in our work with partners, geographies, communities, and one another, and celebrate the contributions of our staff, supporters, partners, and volunteers. We acknowledge historical inequities and make intentional efforts to dismantle racist and other unjust systems.

Integrity – Our actions reflect our vision, our mission, and our values. We commit to continual learning, evaluation, reflection, and growth. The information we provide is accurate, reliable, factual, and science-based.

Sustainability – We are devoted to the environment because people are a part of nature and reliant on its biodiversity, stable climate, and unpolluted habitats for our survival.

Tenacity – We relentlessly champion the protection of Missouri's people and their environment.

Position Overview

The Community and Membership Outreach Intern will support the Membership and Volunteer Manager with community and membership outreach and event coordination efforts for the agency. The main objectives of this position is to spread awareness and understanding of MCE with the general public and to ensure our current and past members are aware of our work and ways they may become more involved.

Position Responsibilities:

- Connect with MCE members to inform them of upcoming events and membership related info including advocacy opportunities
- Assist with event planning and coordination such as MCE' Chats for Change, Eco Tours, and volunteer events
- Table at events, markets, or venues to spread awareness about MCE
- Update Salesforce with membership and volunteer information



- Other related duties as directed by Membership and Volunteer Manager

Qualifications:

- Experience or interest with event planning or coordination
- Ability to stay organized and meet deadlines
- Comfortable speaking with the general public in urban and rural settings
- Ability to transport yourself to urban and rural event locations
- Passionate about protecting people and their environment

Hours and Expectations

- 16 hours per week; Hours are flexible but the candidate must have some availability during 9am-5pm Monday-Friday for meetings and have the ability to work evening or weekend events. This position will be based remotely, with access to our office in St. Louis or Kansas City.
- Internship is from September to December; extending of the internship is optional
- Internship receives a \$800 stipend that will be paid in two installments, \$400 at the midpoint and \$400 at the end, and is eligible for college/university credit.
- Reports to Membership and Volunteer Manager

How to Apply

Send resume to jobs@moenvironment.org with an email subject line that reads "Community and Membership Outreach Internship". **Position open until filled.**