

Solana Center for Environmental Innovation

Event Coordinator Intern

Join our award winning organization to help lead change for grassroots environmental action. Our dedicated team, through outreach and education initiatives, serves as a critical community resource for San Diego County on issues and practices surrounding soil, water, and zero waste. Solana Center is a non-profit organization and has worked with people of all ages to support local sustainability since 1983.

Internship Description:

Role Description

Solana Center seeks a creative and organized Event Intern to assist with design and coordination of our annual volunteer appreciation event: *Toast to Compost*. This is a perfect opportunity for those that seek to use their creativity to support the environment. This position utilizes creativity, organization, and the extra fun challenge of staying within the parameters of Zero Waste! You'll get experience working with a small non-profit as well as a world famous commercial venue, as our event is set amid the picturesque Del Mar Fairgrounds. Work in a friendly environment of down to earth people and serve the cultivation of the Solana Center volunteer and Eco-steward community.

Event Details

- April 29, 11:30 AM - 2:00PM
- In-Field Farm of the Del Mar Fairgrounds
- 50-70 attendees
- Includes awards and prizes, donated lunch, guest speaker, music and socializing, a special sneak peak of the fantastic displays for the San Diego County Fair.

Intern Responsibilities

- Assist with design of event layout and decor
- Assist with organization of guest list and donors
- Assist with collection of supplies
- Assist with set up and running of event
- Work directly under the Community Engagement Coordinator

Qualifications

- Aesthetically creative
- Excellent organization skills
- Works well with people
- Follows directions and takes feedback well
- Proficient in Google Drive, particularly google sheets
- Experience working with non-profits or in event organization a plus



Toast to Compost 2017

Commitment

2 - 6 hours a week starting now until May 4th, with the option to continue on as appropriate. Must be available on the April 28 and 29 (set up and event date). The week or so prior to event, expect to work additional hours. This is an unpaid internship. Solana Center for Environmental Innovation is an Equal Opportunity employer.

Please send a cover letter/email and resume to volunteer@solanacenter.org

