

# I LOVE A CLEAN SAN DIEGO INTERNSHIP

## **About I Love A Clean San Diego**

I Love A Clean San Diego is a pioneering leader in encouraging environmental awareness close to home. Founded in 1954, ILACSD began by fighting litter and has become the go-to organization for programs that enhance quality of life in San Diego by caring for the natural environment. ILACSD is the only community based organization dedicated to the future of the entire county, targeting both inland and coastal communities.

### **About the Position**

ILACSD seeks a self-motivated team player to support in-office staff on daily tasks and overall program maintenance. This position reports directly to the Administrative Assistant and will have the opportunity to work with all ILACSD departments.

**Type of Employment:** Unpaid Internship

**Internship Dates:** Fall Semester/Quarter 2012 with option of extending

**Time Commitment:** 10-15 hours per week, including some weekend events

#### **General Duties Include:**

- Assist with coordination of upcoming events and ongoing volunteer programs
- Update GIS maps demonstrating reach of ILACSD programs and events
- Attend community outreach booths throughout San Diego County
- Manage supplies via inventory, purchasing, and proper, timely storage
- Write blog content concerning internship experience
- Maintain updated contact info for recycling centers represented on Wastefreesd.org
- Perform miscellaneous administrative tasks
- Maintain a professional and accurate representation of ILACSD

### **Position Requirements:**

- Excellent organizational and time management skills
- Familiarity with and/or ability to learn GIS
- Commitment to working in a team environment
- Willing to do a variety of tasks, as required by the various ILACSD departments
- Effective communication skills for diverse audiences
- Knowledge of environmental challenges facing San Diego County
- Reliable transportation and some weekend availability
- High school graduate, preferably with related college coursework

# **How to Apply**

Applicants must submit an internship application, resume and cover letter to Jemma De Leon at jdeleon@cleansd.org. Application packets must be submitted no later than 5PM on Thursday, June 28th for consideration.