



## Programs + Operations Internship

You'll help to ensure everything – from our blog, to our supporter relationships, to our grassroots partnerships – is running as it should. You'll be at the center of WEA's work, doing research, engaging our community, providing day-to-day office support and keeping the team spirit thriving with your can-do attitude!

### Who We Are:

WEA equips women with the skills and tools they need to protect our earth and strengthen communities from the inside out. We work with local leaders who build up other leaders. Our partners are saving indigenous seeds, planting native trees, selling solar cookers, launching sustainable farms, providing safe water, building composting toilets, protecting land rights, and preserving traditional knowledge in some of the most threatened places on earth.

### The Internship:

- ❖ You'll help to manage WEA's supporter relationships, including: ensuring our donor stewardship outreach is consistent and impactful, maintaining and improving our donor and foundation tracking systems and database, researching opportunities to expand WEA's foundation and business partnerships, and providing support leading up to and during key fundraising events.
- ❖ You'll learn WEA's "voice" and conduct research to keep our work fresh, and to craft compelling and creative narratives sharing timely and relevant information with our community about our partners, their projects, and the intersection of women's issues and the environment in the regions WEA works.
- ❖ You'll attend events hosted by WEA or key network and community members to: offer logistical support, introduce WEA's work to the public, share your passion and

excitement for the work our partners do with the world.

- ❖ You'll support, maintain and improve day-to-day office and administrative functions for the WEA team, suggesting areas to increase efficiency and organization.

## Who You Are:

### **Your attention to detail is out of this world.**

You're a stickler for details, and you're not sorry about it. You have a meticulous and thorough nature when it comes to your work, and you're not afraid to double-check things to ensure our accuracy and integrity.

### **You're super comfortable with computers and all the usual programs.**

You have a strong familiarity with Excel, Word, using Google Docs and Spreadsheets, Gmail, and you're an internet research pro. You may even have some familiarity with Salesforce and Photoshop. When you're unfamiliar with a program, your first inclination is to learn it. When the usual software is unavailable, your first inclination is to find an alternative that suits your/our needs.

### **Tech is awesome, but so is good old fashion writing.**

Whether it's a beautifully handwritten card to a supporter, or a blog post on a WEA project, you can do it all. You enjoy telling stories, and finding creative ways to engage readers with your narrative. Your grammar is impeccable, and no one sneezes at your handwriting.

### **You believe that there's no task too big or too small.**

You understand at a core level that every task serves a bigger purpose: supporting our team to support our partners to support the earth. So, watering the plants in the office? No problem. Updating contacts in Salesforce? On it. Helping to coordinate an event from start to finish to raise awareness about these critical issues? Absolutely.

### **You're independent and love to take initiative.**

You love working as part of a team, but you're also just as equally comfortable (and happy) taking a project and owning it. You're extremely capable and self-motivated, but you're self-aware enough to ask those important clarifying questions and receive constructive feedback. You understand that every task is a learning opportunity, and you learn best by trying.

### **You're a multi-tasking, deadline-driven aficionado.**

You thrive in an environment where one week could bring about new projects every day, and the next week could see you dedicated to one specific project 24/7. Shifting priorities is a piece of cake for you, and you're able to keep deadlines in mind when moving from one task to the next.

### **You have a fierce commitment to supporting the women who support the earth.**

You and WEA? You're soul sisters + brothers. Your visions align and your missions uplift one another. You may not have an extensive background (yet) on the issues grassroots and Indigenous women environmental leaders face, but this is your passion work, your calling. You're ready to roll up your sleeves and jump right in.

### **Commitment:**

This internship is available immediately and lasts through May 2019 – though we love it when awesome people want to stay and be awesome for longer, so let us know if you're available for a longer opportunity.

All interns must be able to join us in our Berkeley, CA office 12-16 hours a week, between Tues-Thurs. Some remote hours may be available on Mondays and Fridays, but most internship hours must be between Tues-Thurs.

### **Compensation:**

This is an unpaid internship, but is a unique opportunity to be part of and grow with a small women-led organization with a large, global impact. We are happy to work with interns hoping to receive academic credit for their time with us, though you do not have to be a student to apply.

### **To Apply:**

To apply, please submit your resume, and a cover letter detailing your relevant skills, passion and interest to [info@womensearthalliance.org](mailto:info@womensearthalliance.org). Be sure to include the name of the internship you are applying for, as well as your availability.

WEA welcomes interns from diverse gender, educational, socio-economic, racial and cultural backgrounds.