BAG SPEAK—enviro education

Environmental Studies Assignment Description Form

Organization/Agency: BagSpeak and Bagito
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# of interns needed/Hours Needed for quarters:

Options (choose one)
worked per intern:

Remove your listing by

3-4 per quarter /6 hours/week

Or keep on file for one year

Describe the internship assignment: Brief statement about the agency; role of the intern and specific objectives of the projects assigned to the intern; tasks to be performed.

BagSpeak
1. Research relevant environmental issues for K-12 students (centering on environmental stewardship, sustainability, and personal responsibility for our planet.
2. Create lessons and activities on environmental topics for K-12 teachers (with the assistance of a lesson-plan template.)
3. Assist with outreach, communication and marketing (i.e. contacting schools to gauge interest, answering questions and providing assistance to participating teachers, writing blog and press release postings, etc.)
4. Occasional school visits to support classroom teachers with lessons and activities.
5. Reach out to potential corporate and business partners to inquire about collaboration opportunities and sponsorship/grant interests, and grant writing.
6. General clerical work including: word processing, data base creation and entry, mailings, filing, data entry, etc.

Bagito
1. Sales lead generation, contact acquisition, initial outreach and follow-up
2. Promotional event tabling, including the Wednesday downtown Santa Cruz Farmers Market
3. Marketing and public relations (I.e. campaign design, planning and execution, press release and blog writing etc.)
4. Accounting data entry, analysis and report building
5. Business modeling and forecasting
6. Exploring partnership opportunities with other companies
7. General office and production work including: word processing, filing, data entry, mailing, processing orders, etc.

Prerequisites: Outline the skills and background information necessary to participate in this internship.

- Desire to provide help to non-profit organization by connecting relevant coursework and knowledge
- Great communication skills; transparent with what work has been completed and what may need more time
- Preferably have extensive knowledge and/or opinions on broad environmental issues (i.e. Global climate change, alternative energy, importance of recycling, general ecology, etc.)
- Some background knowledge in general marketing, branding, accounting and/or business strategy
- Great, positive attitude, and enthusiasm to teach and learn