



# Ecology Action

## Sustainable Transportation Internship

<http://ecoactbike.org>

**Position:** Sustainable Transportation Intern

**Status:** Part-time, unpaid for academic credit

**Reports to:** Tawn Kennedy, Program Coordinator

**Location:** 877 Cedar Street, Suite 240, Santa Cruz, CA 95060

**Schedule:** 6-12 hours per week, occasional early mornings and weekend days



### Internship Description:

Ecology Action's Sustainable Transportation Division is looking for a dedicated intern to help promote cycling and active forms of transportation. This intern position will work closely with Program Coordinator Tawn Kennedy to promote bike safety events and presentations at UCSC, outreach to local businesses and organizations to participate in EA's bike commuter programs, assist with our countywide bi-annual bike challenges and Bike To Work/School program (with upwards of 6,000 participants), help organize/lead youth bike events such as monthly Bike/Walk to School programs at elementary and middle schools throughout Santa Cruz County, and help with data entry and analysis.

### Responsibilities:

- Help coordinate volunteers and event logistics for Bike to Work/School Days
- Assist with bike safety presentations and events at UCSC
- Assist with the creation of education materials such as flyers and event posters
- Assist with outreach to businesses for BTW/Membership/Workplace Challenge
- Help with data entry, data analysis, and updating relevant ridership statistics
- Support staff at community workshops and forums
- Various other tasks related to Sustainable Transportation topics and programs

### Desired Qualifications:

- Interest and experience in education and community outreach to youth/adults and/or the public
- Interest in promoting sustainable and active transportation
- Energetic, outgoing, helpful, and positive attitude
- Ability to act and appear professional, verbally as well as in writing

- Thorough and detail-oriented
- Computer skills: Competence in Microsoft Word and Excel, web browsers, email and graphics programs
- Punctual
- Comfortable reaching out to businesses/organizations and representing EA

**Professional development benefits of the position:**

- Receive training in communication, relationship management, and sales skills
- Receive training on project management platforms, spreadsheets, and online research
- Become skilled at working collaboratively within a dynamic professional organization
- Gain networking experience, meeting professionals in the region working on transportation demand management, bicycle advocacy, and climate change mitigation
- Receive support and guidance on career exploration and professional development

**Work Environment:** Ecology Action is a business casual office in downtown Santa Cruz with guest desks and conference rooms, kitchens, basic amenities and safe parking for bicycles available to interns. We discourage the use of personal vehicles.

**More About Us**

Ecology Action is an award-winning non-profit organization that provides innovative solutions to climate and natural resource challenges of cities, governments, and utilities across California. We know that when individuals and businesses make simple changes in their behavior, they drive large scale changes that benefit people and the planet. This translates into reduced carbon emissions, stronger businesses, healthier communities and a sustainable future for all. Together, we help people, businesses and communities act now.

Ecology Action is an Equal Opportunity Employer committed to diversity in its workforce. Candidates for this position must be currently enrolled in college.

Ecology Action does not offer a company paid relocation program.

**Compensation:** This is an unpaid internship. Interns must receive academic course credit.

**To apply for the internship or to volunteer, please fill out the online application:**

<https://ecoact.org/volunteer#volunteer-form> and email Erin Devitt at [volunteer@ecoact.org](mailto:volunteer@ecoact.org)

