



# Ecology Action: Green Business Internship

## Let's make our town green!

### GENERAL INFORMATION

- Agency Sponsor: Brooke Wright
- Agency Email: [bwright@ecoact.org](mailto:bwright@ecoact.org)
- Phone: 831-426-5925
- Website: [ecoact.org](http://ecoact.org)
- # of Interns/Hours: 2-3 interns/60hrs
- Agency Email: [edevitt@ecoact.org](mailto:edevitt@ecoact.org)
- Quarter: Winter
- Address: 877 Cedar St, Santa Cruz

### INTERNSHIP DESCRIPTION

**Mission Statement:** Ecology Action helps to create more sustainable businesses, communities and economies by helping people act now.

**Objectives:** To help businesses that have signed up with the California Green Business Program to become certified as a Green Business. This involves being assigned to a business and being their point person for any support needed.

#### DUTIES

- Regular phone, email, and occasional in-person visits with your assigned businesses to ascertain needs and support their progress toward Green Business certification
- Online research of environmental products and practices, providing resources and communicating best practices with them, reaching out to your supervisor and team for information on behalf of the business
- Communicate consistently with your business and with your supervisor and team
- Enter information into a Google Sheet shared with your team and supervisor

### PREREQUISITES

#### REQUIRED

- Friendly, supportive communication skills
- Comfortable reaching out to businesses via phone, email, and in person.
- Must start internship no later than the first week of Winter Quarter
- Must receive academic credit

#### DESIRED

- Strong writing skills for email correspondence
- Spanish speaking skills a plus
- Reliable transportation (mileage reimbursement available)
- Must be available Wednesday afternoons
- Comfortable with Google Sheets sharing and record keeping (no math required; training will be provided)