Ecology Action
Green Business Bilingual Spanish/English Recruitment Internship
https://ecoact.org/program/california-green-business-program

If you’re passionate about sustainability and have an outgoing, friendly yet professional personality, the Green Business Recruitment Internship might be for you!

Position: Green Business Bilingual Spanish/English Recruitment Intern
Status: Part-time, unpaid for academic credit
Reports to: Green Business Program Specialist, Brooke Wright
Location: Santa Cruz and Watsonville, with some travel to neighboring counties
Schedule: 12 hours per week first quarter; must be available all day Tuesday or Friday plus occasional weekends; two quarter commitment strongly preferred.

Increase the enrollment of businesses in the California Green Business Program. You will be assigned up to 3 regions and with your team will develop an outreach strategy and implement that strategy over the course of your internship. You will be held accountable to set business enrollment goals while also supporting enrolled businesses with their certification.

Responsibilities:

- Regular phone, email, and occasional in-person visits and event tabling to enroll Spanish speaking business owners in the program.
- Online recruitment using LinkedIn and other social media, newspapers and other online sources to find key contacts to engage in our program.
- Communicate consistently and professionally with your contacts and with your supervisor and team including in person, email and chat. Occasional translation required.
- Track progress using database and basic data analysis in Excel; report on outcomes of your work and producing a final report and presentation illustrating accomplishments as well as lessons learned and recommendations for future steps.
Requirements:

- Friendly, better than average communication skills
- Comfortable talking to strangers via phone, email, and in person.
- Interest in sustainable products & practices
- Very strong record keeping skills required with some data analysis and database management experience preferred
- Must receive academic credit
- Strong writing skills for email correspondence
- Comfortable with document sharing and multiple software platforms

Day to day. You will be working with your supervisor at Ecology Action and with our City of Watsonville program team. This means regular email and phone contact with all parties and travel to Watsonville approximately twice per month to follow up with interested businesses and meet new businesses. All outreach will be conducted with at least one other team member, while in office tasks will often be done independently. Each week your supervisor will review your progress to date and set goals for the coming week.

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
- Develop knowledge of current best practices in sustainable business operations and implementation strategies
- Become skilled at working collaboratively
- Gain networking experience, meeting professionals in the region working on climate change
- Receive support and guidance on career exploration and professional development

Excellent performers will be invited to take on leadership responsibilities in their second quarter and/or complete senior projects

Work Environment: This is a friendly, collaborative team work opportunity with regularly scheduled team meetings and outings. 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 a student. 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](https://ecoact.org/volunteer#volunteer-form) and email Erin Devitt at volunteer@ecoact.org.