

Gasp Environmental Justice Internship Job Description

Spring 2020

About Gasp

Gasp is a non-profit, health advocacy organization whose mission is to advance healthy air and environmental justice in the greater Birmingham area through education, advocacy and collaboration.

Description of Internship:

Gasp is seeking a volunteer intern for the 2020 spring semester to help further advance the organization's environmental justice work in the greater-Birmingham area.

Work Schedule:

The internship will begin on February 3rd - May 15th.

Gasp office hours: Monday-Friday, 9:00am-5:00pm. The ideal number of weekly hours is 8-10. The intern will design their own schedule and can complete their hours at the Gasp office or remotely. We ask that the intern work from the Gasp office for one day per week for 3-4 hours. The internship will require some evening/weekend events.

Responsibilities:

The intern will conduct various activities including, but not limited to:

- Assisting Gasp staff with logistics involving organizing community meetings including: phone calls, mailings, preparing event space
- Assist in managing print newsletter
- Assist in preparing fact sheets or other informational pieces
- Help publicize upcoming meetings by door-to-door canvassing
- Write three brief blog posts (200-600 words) throughout the internship reflecting their experiences as an intern, explaining a topic related to Gasp's EJ work

Qualifications:

- Self-starter/proactive
- Analytical skills
- Troubleshooting skills
- Problem-solving
- Excellent written and oral communication
- Friendly, personable
- Inquisitive

Additional Requirements:

Intern must be willing to sign the following: a non-disclosure agreement, confidentiality policy, conflict of interest policy, and conflict of interest disclosure form.

How to apply:

Please send resume, and a cover letter (via email is fine) explaining why you are interested in the internship to jobs@gaspgroup.org by January 17th, 2020.