

Gasp Outreach Internship Job Description

Spring 2020

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 coordinate and advance our outreach activities in the greater Birmingham area.

Work Schedule:

The internship will begin on February 3rd and end on 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.

Responsibilities include:

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

- Represent Gasp at tabling events: share information, encourage people to join as a member, sign up for network
- Help coordinate logistics at events ensuring smooth execution: setting up and taking down Gasp table, communicating with scheduled volunteers
- Help follow up with those who signed up at event: data entry, share additional information where needed
- Identify new opportunities for Gasp to table such as: health fairs, farmers markets, festivals, community events, etc.
- Document efforts, contacts made, lessons learned, information valuable for Gasp
- Write blog post at end of internship reflecting on experience

Additional tasks we aspire for the internship:

- Write an additional blog post about one or more of the events Gasp tabled at
- Set up Gasp table at park in Birmingham area to recruit members

Preferred skills and/or abilities:

- Self-starter
- Assertive
- Responsive to email/calls
- Strong communicator
- 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.

To apply:

Please send resume and cover letter (can be written as an email) stating why you are interested in the internship to jobs@gaspgroup.org by January 17th, 2020.