



Community Stewardship Intern: Program and Administration

Reports to: Executive Director + Program Director

About Us:

MEarth is a multi-faceted, environmental stewardship education program that inspires youth and adults to be better stewards of our selves, our communities, and our environment. Annually, more than 5,500 people participate in one or more of our four programs: ClassroomConnect, NatureConnect, FoodConnect and CommunityConnect.

At the ten-acre Hilton Bialek Habitat, located adjacent to Carmel Middle School (at the mouth of Carmel Valley), we provide hands-on, experiential learning opportunities to schools, county agencies, partner nonprofits, local businesses, and interested citizens from throughout Monterey County.

Our nationally recognized outdoor learning center includes a large meadow, bird habitat, monarch butterfly habitat, a pond, an outdoor amphitheater, a LEED-certified culinary classroom, outdoor kitchen with wood-fired oven, organic vegetable and herb gardens, heirloom fruit orchard, off-grid solar greenhouse, and native plant nursery.

For more information about MEarth, please visit:
www.MEarthCarmel.org | www.facebook.com/MEarthCarmel

About the Position: MEarth's Community Stewardship Internship can encompass a variety of duties including, but not limited to, administrative tasks, communications, data management, program facilitation, and garden and property stewardship, depending on the needs of MEarth.

Responsibilities (include but are not limited to):

Public Outreach and Profile Building

- Assist in coordinating MEarth community/public outreach efforts, where we introduce MEarth to the people of Monterey County.
- Assist in coordinating MEarth's efforts to identify new outreach opportunities, solicit and arrange these opportunities, and schedule and support staff and Board members engaged in these events.
- Participate in most outreach events, especially public/community events.
- Coordinate, and conduct onsite tours and non-program use of facilities.
- Work with Executive Director, Program Director, Community Stewardship Manager, and Administrative and Program Assistant to identify and implement follow-up engagement activities.

Community Programming

- Assist in the planning and coordination of the production and implementation of CommunityConnect and other registration-based programming.
- Assist in marketing, sales, scheduling and participant communications for MEarth's registration-based programs.

- Play a role in MEarth’s collaboration with outside partners on the idea, content, timing and delivery of CommunityConnect programming.
- Assist in CommunityConnect event development and delivery, including administrative responsibilities, transportation, and evaluation. Assist in tracking and documenting program deliverables and outcome(s).
- Assist in coordinating programming delivery with internal and external staff, and monitor implementation. Supervise staff and volunteers during these educational programs/events, as appropriate.

Administrative

- Assist in data entry, program evaluation, mailings and other office tasks as assigned.
- Assist in proofreading and editing as assigned.

Programming

- Assist in planning and delivery of virtual and in-person programming focused on building nature-, garden- and/or food-focused knowledge, behaviors, and skills, as assigned.
- Assist in tracking demographics and evaluations.
- Email teachers with permission forms prior to field trips.

Property

- Perform tasks in the native and edible gardens, as needed.

Working Conditions:

MEarth is an innovative and dynamic work environment, providing opportunities for the right candidate to explore a wide variety of avenues available in the environmental, agricultural, horticultural, & educational fields.

The candidate will be working around the school environment and therefore should be comfortable, presentable and a good role model for children. Successful candidates should be self-motivated and able to work alone or in groups. Creative problem solving and project-completion skills are a must.

The working environment is subject to bending, crouching, or kneeling to access information and/or to assist students from ground level to 4.5 feet above the ground, pushing, pulling and lifting of instructional equipment and supplies, sitting on chairs or floor, leaning over for prolonged periods of time, reaching in all directions, and working outdoors for prolonged periods of time.

The position is flexible (5-15 hrs/week) and will be scheduled based on applicants availability and the needs of the program. The exact scope of position will be tailored to fit specific interests of the applicant, while supporting the on-going programs at MEarth. Successful completion of the hiring process is contingent on the applicant passing a live-scan fingerprint/background check. (paid for by MEarth)

Compensation

Historically, this position has been 75% funded by the Federal Work Study program, 25% by MEarth. As Federal Work Study is not being offered by MIIS in Fall 2020 and MEarth has not allocated funding for the remaining 75%, MEarth and MIIS students will need to discuss whether receiving CA minimum wage (\$12/hr.) with a “not to exceed” number of 40 hours per semester, or serving in an unpaid/volunteer capacity would work best for the student. Serving as an unpaid volunteer may give the student the opportunity to apply for Immersive Professional Learning Funding through the Middlebury Institute.

For more information, please contact Bryce Craft, *Director of Employer Relations*
O: 831.647.6516 | bcraft@miis.edu

This is a temporary position and does not guarantee long-term employment at MEarth.

To Apply:

Submit your [MIIS Internship Interest Form](#), including a cover letter, resume and references.

MEarth is an Equal Opportunity Employer.

MEarth is committed to providing for a safe working environment for all of its employees. To this end MEarth has implemented COVID-19 prevention protocols in compliance with local, state and Federal guidelines.