

## **Rock the Earth: Education & Outreach Intern**

Rock the Earth (RtE) is a national nonprofit environmental organization dedicated to protecting and defending America's natural resources through partnerships with the music industry and the worldwide environmental community to ensure the existence of a sustainable and healthy environment for all.

We seek motivated interns with a sincere interest in furthering environmental causes, community building, and a willingness to work hard to achieve those goals. RtE is growing and developing its membership and volunteer database through education and outreach at concert events and festivals throughout North America. During the peak months of May through November, RtE embarks on a 6 month summer tour, where the Outreach Interns will work with the Executive Director, the Outreach Tour Coordinator, national and regional volunteer staff, as well as local volunteers to operate education and outreach booths on behalf of Rock the Earth at a variety of music events. RtE seeks knowledgeable, responsible, and enthusiastic Outreach Interns to travel and work concerts and festivals throughout the United States. The energy, passion and motivation of the staff and intern team are essential to RtE's success.

### **Job Description:**

Outreach Interns are responsible for assisting with the coordination of events and volunteers, traveling across the country to numerous concert events to solicit new members and volunteers, educating patrons about the organization and important environmental issues upon which the organization is working, and promoting the organization to artists and other organizations regarding ways that the organization may collaborate with them. All travel expenses will be paid by the organization. Accommodations will be a combination of hotel, campsite and private residences.

### **Responsibilities:**

- Outreach to music communities through tabling at concerts and festivals, including educating the public about environmental issues, soliciting members and donations, and networking with musicians and environmental organizations.
- Maintain & distribute booth & outreach materials including tabling equipment, newsletters, flyers, merchandise and PR materials.
- Handling cash, check and credit card donations and maintaining confidentiality of membership contributions.
- Assisting with volunteer training and oversight; overseeing tabling activities, including speaking with prospective members about the organization and environmental issues.
- Reporting on events via the website, newsletter and regular updates to the Education & Outreach Committee.
- Tracking all member and volunteer information in a membership database and performing follow-up duties as needed.
- Sharing driving responsibilities.

### **Applicant Requirements:**

- Passion for and knowledge about general environmental issues and a diverse array of musical genres.
- Excellent communication skills; Well-spoken and able to speak comfortably to a wide audience about music and environmental issues.
- Well-organized, hard-working, self-motivated and responsible.
- Ability to perform physically demanding work and work extended hours.
- Must be able to stand and sit for long periods of time; must be able to lift 50 pounds.
- Laptop computer.
- Preference for college juniors, seniors, or recent graduates with backgrounds in environmental sciences, music or law.
- Active on social media including Facebook, Twitter, and Instagram.
- Proficiency in MS Word and Excel.
- Valid Driver's License and Automobile Insurance Policy.

### **Internship Benefits:**

- Training in public outreach and education, volunteer organizing, event planning, and membership solicitation and database tracking.
- Tangible experience in public relations and event organization.
- Admission to concerts and festivals, including breaks during slow periods to enjoy the music scene.
- All travel, food and accommodations expenses paid, with the possibility of a small stipend.
- Traveling the country, speaking with a diverse audience about environmental issues and seeing a variety of music.
- Helping a small, grassroots organization to grow in an exciting atmosphere.
- Working for an organization that benefits diverse communities.

### **Timeframe for Internship:**

Minimum four (4) week commitment. The 2015 Outreach Internship schedule is spread over four separate segments to allow different intern teams to be rotated on and off the tour:

- May 20 -- June 30
- July 1 – August 15
- August 15 – Sept. 30
- Oct. 1 – November 15

### **To Apply:**

**Deadline:** June 10<sup>th</sup>, 2015

Please send a **cover letter, resume, two references, and essay (no more than 500 words) as to why you would like to be a Summer Outreach Intern** for Rock the Earth:

By email:

Marc Ross: [marcr@rocktheearth.org](mailto:marcr@rocktheearth.org)

For more information, please go to [www.RockTheEarth.org](http://www.RockTheEarth.org) or call 303-454-3304.