



## **Internship Announcement – Enhancing the Field**

Environmental Grantmakers Association (EGA) is a non-profit membership organization comprised of over 210 foundations across North America and Europe. EGA helps its members become more effective grantmakers through information sharing, networking, and collaboration building. This work is accomplished through five project areas. EGA staff work in a fast paced environment, juggling multiple projects simultaneously.

The intern will work with EGA staff to develop his/her own ‘special project’ for the fall related to diversity within the environmental movement or subject related to sustainability. In addition, the intern will aid EGA staff in event organizing and general office duties. This is an excellent opportunity for someone interested in exploring a career in philanthropy, or a different angle on the environmental movement.

**Job Title:** EGA Intern (F/T and P/T positions available)

**Location:** Based in New York City

**Compensation:** TBD. Internship can fulfill student’s credit requirements. Opportunity to participate in philanthropic events and trainings.

**Dates Needed:** June-August 2009

**Duties:**

- Assist with event organization, planning and registration.
- Assist with development and implementation of marketing and communications strategy.
- Provide administrative and general support as needed.
- Research and write reports on EGA-related issues.

**Qualifications:**

- Currently pursuing a bachelors or masters degree in related field.
- Excellent organization, communication, research, editing and writing skills, as well as experience in office administrative functions and Microsoft Office applications (Word/Excel/Powerpoint).
- Demonstrable knowledge of current environmental issues and related social trends.
- Highly organized, and detail oriented while able to handle multiple projects simultaneously.
- Interest and/or experience working with Web 2.0 technologies.

Please submit resume, cover letter and writing sample to Luis Davila at [ldavila@ega.org](mailto:ldavila@ega.org) by May 20, 2009.

(NO PHONE CALLS PLEASE).