



**JOB ANNOUNCEMENT:
Civic Engagement Communications Intern
(1 POSITION TO BE IMMEDIATELY FILLED)**

Communities for a Better Environment (CBE) (www.cbecal.org) is one of the preeminent environmental justice organizations in the nation that combines grassroots organizing, legal advocacy and science based research to achieve its goals. CBE's mission is to build people's power in California's communities of color and low income communities to achieve environmental health and justice by preventing and reducing pollution and building green, healthy and sustainable communities and environments.

General position summary: CBE is seeking individuals with social media and communications experience to be part of our CBE Action team that will work on a 4-week electoral program in Southeast Los Angeles and Wilmington. This position will begin on October 11 and end on November 8. Qualified candidates will support the Civic Engagement Coordinator to create and manage social media content to support CBE's Civic Engagement Program (CEP) which consists of voter education, phone bank and canvass, and disbursement of CBE's Voter Education Guide. This position will work a total of 5 hours per day for 15 hours per week, stipended equivalent to \$15 per hour. Schedules are yet to be determined, but you can expect to work Saturday's 9am-2pm.

Responsibilities include:

- Attend a mandatory orientation and trainings
- Arrive to work on time
- Create and manage civic engagement content to support the Civic Engagement Program
- Create social media pages and build-out website
- Facilitate social media training for staff and volunteers
- Other duties as assigned

Qualifications Include:

- Bilingual English/Spanish
- Experience in or currently studying Communications, English, Writing or other related major
- Experience writing and editing for the web
- Interest in creating content for civic engagement
- Ability to communicate effectively, both written and orally
- Photoshop, Illustrator or similar design experience a plus
- High energy and a positive attitude

Compensation:

- 15 hours per week, stipended weekly equivalent to \$15 per hour
- Due to the temporary, part-time nature of this position, we are unable to offer benefits.

To apply: Send resume or brief description of your qualifications to: Sylvia Arredondo, sylvia@cbeocal.org. Include **Civic Engagement Communications** followed by **your name** in the subject line of your email.

CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage women, people of color, LGBTQ individuals, and all qualified persons to apply for this position.