



**JOB ANNOUNCEMENT:
Civic Engagement Program 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 voter engagement, phone bank, door-to-door canvass, or community organizing experience to be part of our CBE Action team. This is a 4-week electoral program in Southeast Los Angeles and Wilmington that will begin on October 11 and end on November 8. Qualified candidates will support the Civic Engagement Coordinator to implement CBE's Civic Engagement Program (CEP) to consist of voter education, phone bank and canvass, and disbursement of CBE's Voter Education Guide. CEP Intern will work a total of 5 hours per day for 15 hours per week, stipended equivalent to \$15 per hour. Schedule is yet to be finalized, but you can expect to work Saturdays from 9am-2pm.

Responsibilities include:

- Attend a mandatory orientation and trainings
- Arrive to work on time
- General administrative support (includes preparing materials, phone bank or precinct packets, etc.)
- Assist with trainings for paid Civic Engagement phone bank, canvass and volunteer teams
- Assist with logistical support for paid and volunteer phone bank and canvass
- Other duties as assigned

Qualifications Include:

- Bilingual English/Spanish
- Experience in phone bank or door-to-door canvass
- High energy and a positive attitude
- Interest in building a better quality of life
- Strong communications skills
- Experience assisting with organizing workshops, meetings and preparing materials

Compensation:

- Stipended equivalent to \$15 per hour for 15 hours per week
- Due to the temporary part-time nature of this work, 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 Phone Canvass** 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.