



Public Outreach and Events Internship 2019

We are seeking a high-energy, can-do, detail-oriented Intern who is excited to interact with the public and learn about local communities and events.

Our Interns support public involvement and community engagement for a variety of transportation and environmental projects. The primary responsibilities of this position will be:

- Event planning
- Staffing and set up at weekend summer fairs and festivals throughout the Puget Sound area, providing information to the public about public infrastructure projects
- Door to door outreach and in-field flyering
- Other tasks may include: compiling meeting/ event summaries, coordinating logistics for public outreach efforts, preparing and packing information materials, assessing public comments and maintaining project databases, and planning or drafting potential invitations to public events.

Requirements:

- Interest in transportation, land use, and environmental issues at all stages of development from visioning through design and construction
- Strong communications skills, including demonstrated comfort with public speaking and writing to inform and invite (understanding and creativity around writing and social media helpful)
- High level of people skills, previous customer service experience helpful
- Adaptability to work on multiple projects and changing priorities
- Ability to work within teams and independently to complete tasks
- A commitment to working respectfully and professionally in diverse, multi-cultural settings
- Basic computer skills and familiarity with the Microsoft Office Suite

Conditions of Employment:

- Valid driver's license to operate company vehicles
- Ability to reliably commute to various event locations in the Puget Sound region
- Able to work weekends and evenings from June – August
- Mandatory attendance at Intern Orientation June 17-21, 2019

IMPORTANT DATES AND INFORMATION FOR INTERNSHIP

Location: Downtown Seattle office and various Puget Sound locations

Duration: June – August 2019, up to 40 hours per week, including weekends & evenings

Pay: \$19/hr

- Applications due by: **April 1, 2019**
- Interviews will be held on **April 19 or 22** at our downtown Seattle office
- Intern Orientation (mandatory): **June 17 – 21, 2019**
- Internship duration: **June – August 2019** (final date to be determined individually; there may be potential to work into September)





We encourage interested candidates to submit all required documents electronically by sending them to resumes@enviroissues.com. Applications must include:

- cover letter
- resume
- Self-Identify Form from our website (<http://www.enviroissues.com/jobs>)

EnviroIssues is a public involvement and community outreach consulting firm. We are a staff of over 100 employees and since 1991 have successfully worked to communicate complex government, transportation, environmental, and urban planning issues to members of the public in the Pacific Northwest. Our goal is to provide our clients with the tools for complex decision-making in the public arena. Visit us at <https://enviroissues.com/>

We actively work to bring projects to people whom they may affect so they have the opportunity to participate – through tabling at fairs and festivals, door to door outreach – and this is where our staff, including interns, come in! We may be at the Fremont Fair, flyering in Tacoma, or staffing a public meeting in Edmonds.

EnviroIssues is committed to building a staff that reflects the diversity of the communities in which we work. Candidates who bring bilingual and/or bicultural background and/or lived experience that help us include all voices in an equitable way are encouraged to apply.

EnviroIssues is an Equal Employment Opportunity Employer and seeks to maintain a diverse work place. EnviroIssues does not discriminate against any applicant for employment or any employee because of race, color, age, sex, gender identity, marital status, sexual orientation, religion, creed, national origin, the presence of any physical or mental disability, or status as a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran.