

Special Events Assistant EarthFest 2010

Intern Position: Event Planning/Event Coordinating
Start date: Winter 2009 – Spring 2010
Time Commitment: 4 hours/week; 10 preferred
Schedule: Flexible
Pay Rate: No Pay/Volunteer

Skills Needed:

- Excellent organization skills
- Self-motivated & enthusiastic
- Responsible & flexible
- General office skills
- Proficient with MS Word, Excel, etc.
- Marketing/PR knowledge
- Strong verbal & written communication skills
- Previous event experience a plus
- Strong computer skills/Macintosh experience a plus

Event Planning/Event Coordinating:

The primary function of this position is to assist in coordinating EarthFest 2010, to be held on Sunday April 18, 2010 at Cleveland Metroparks Zoo. Specific duties will include coordination and development for all exhibit areas, coordinating event logistics and volunteers, building sponsorships, develop media plan and preparing event marketing and media materials, and planning and implementing outreach presentations to high schools, colleges & targeted businesses.

EarthFest Background:

EarthFest is Ohio's largest environmental education event and one of the longest standing and most successful Earth Day events in the country. EarthFest features over 160 non-profit and business exhibitors and involves upwards of 800 active volunteers. In past years between 10,000 to 70,000 people have attended EarthFest annually. EarthFest is a community based event that helps families learn about environmental issues facing Northeast Ohio and the planet, and begins to take the first steps in working together to conserve, protect and restore our environment.

EarthFest 2010 will feature several major exhibit areas:

Non-Profit Area – Featuring environmental exhibits and educational displays from scores of environmental organizations, community groups, government, parks and schools.

Green Home Improvement Area – Featuring displays and exhibits from businesses highlighting environmentally beneficial products and practices.

Family Fun Area - Featuring hands-on environmental information, activities and entertainment.

Environmental Science Area – Featuring education and science-based hands-on activities and Art, Poetry and Essay Contest displays.

Party With the Planet Entertainment Area – Featuring live and local entertainment.

Clean Transportation Area – Featuring the latest vehicles that bring clean domestic fuels to our region, plus other sustainable transportation options.

Local/Organic Food Area – Featuring local and organic food and food vendors

For More Information Contact:

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