



Student Environmental Congress (SEC) Program Assistant

Intern Position:	SEC Program Assistant
Start date:	Fall 2009 and Spring 2010
Time Commitment:	Flexible with a min. of 4hrs
Schedule:	Flexible
Pay Rate:	Non-paid

JOB DESCRIPTION: _____

- Educate - work with SEC director to plan and lead environmental lessons in area high schools
- Event Planning - planning for the annual student environmental conference (spring 10)
- Marketing and PR - writing press release and articles for SEC program and student projects
- Program Support - seek donations and resources to support the SEC program and student projects
- General Office Tasks - phone calls, letter writing etc.
- Mentor Student Groups - assist in preparing their EE presentation and community outreach

SKILLS NEEDED

- Enthusiastic & Energetic
- Responsible & Flexible
- General Office Skills
- Good phone skills
- Planning/Organizing skills
- Macintosh literate or willingness to learn
- Media and PR Skills
- Good Writing/Research Skills
- Self-Motivated & Creative
- General Env. Knowledge
- Able to talk to groups of people -

WHAT IS THE STUDENT ENVIRONMENTAL CONGRESS

SEC EDUCATES high school students on environmental issues, **UNITES** them with their peers, and **INVOLVES** them in their community.

The Student Environmental Congress (SEC) unites urban and suburban high schools to become environmentally aware and involved in their schools and communities. SEC educates students and gives them tools to improve the quality of the environment in their neighborhoods.

The highlight of the Student Environmental Congress is a student-led conference, which takes place every spring. In addition to the outings each school develops their own environmental project. Student participants alternate between presenting a workshop on their yearlong project and attending other school's workshops.

Student Environmental Congress is the only comprehensive environmental education program serving northeast Ohio high schools.

For more information contact:

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