

Community Advocates Leadership Academy Intern
Unpaid, 4-8 hours/week
Includes free tuition to our 2017-2018 CALA program (\$1,200 value)

Founded in 1962 and based in Palo Alto, Committee for Green Foothills (CGF) is a powerful local nonprofit that works to preserve open space in San Mateo and Santa Clara counties through advocacy, education, and grassroots action. In short, we are local, vocal, and effective. For more information about CGF, please visit our website: www.greenfoothills.org.

Community Advocates Leadership Academy (CALA) is a 10-month advocacy training program for change makers who want to make our region a healthier, more sustainable, and socially just place. Training sessions are held one Saturday each month for half day at rotating venues throughout San Mateo and Santa Clara counties.

This year's program will run September 2017- June 2018. For more information, visit www.greenfoothills.org/leadership-academy.

We are currently looking for a friendly, motivated, hard-working person to fill our CALA Intern position. This is an ideal position for someone interested in learning more about how to be an effective advocate, as this person will have the opportunity to participate in the full CALA program. This will also be an excellent opportunity to network with local leaders in the nonprofit community while also enhancing program planning skills.

Responsibilities:

- Assist in preparing and planning curriculum
- Outreach and communicate with participants before and after each class
- Help research and secure prospect speakers for training sessions
- Secure venue space and donations (food, coffee, etc.) for training sessions
- Coordinate logistics before, during, and after each training session
- General administration of program as needed
- Provide opening remarks before the start of each class, introduce the day and speakers

Desired Skills and Experience:

- Familiarity with general office programs and equipment (Excel, Word, mail merge, powerpoint, copier, computer)
- Pursuing or has a degree in relevant field
- Professional and friendly phone, email, and in-person communication skills
- Passionate about the environment
- Organized and detail oriented
- Enjoys working with people

Interested candidates please send your resume and cover letter explaining your interest to megan@greenfoothills.org. Please indicate your schedule.