



## Organization Overview

Bedford 2020 is a nonprofit environmental organization that reduces greenhouse gas emissions and protects natural resources in the Town of Bedford. Through volunteer-led task forces, we inspire community action around reducing waste, encouraging alternative transportation, promoting renewable energy and energy efficiency, supporting sustainable agriculture, and protecting our land and water. We have two full-time staff members and office is located in Katonah. See [Bedford2020.org](http://Bedford2020.org) for more information.

## Summer Internships

Bedford 2020 interns help carry out the goals of the organization by participating in events and outreach, supporting the staff, curating and writing newsletter content, and researching, organizing and entering data. This summer we will hire two paid interns to each work approximately 100 hours between May and August. One intern will focus on Food and Agriculture Task Force activities; the other intern will work on the other activities of the organization. To apply send letter of interest and resume to [ellen.calves@bedford2020.org](mailto:ellen.calves@bedford2020.org).

### GENERAL INTERN

Support work of the various B2020 Task Forces on projects such as:

- Energize Bedford Campaign
- Greenlight Award Competition
- Electric Car Education
- Great Healthy Yard Project
- Waste and Recycling Initiatives

### FOOD / AGRICULTURE INTERN

Support work of the Food and Agriculture Task Force on projects such as:

- Food Forum follow up and data report
- Meatless Monday campaign
- Interactive food sharing map
- Food Waste outreach
- VegOut Newsletter and Website

### **Both internships may involve the following activities:**

Write newsletter and website content  
Conduct interviews, take photos  
Research area events and classes  
Layout and publish online newsletters  
Develop and curate social media content  
Attend events and participate in tabling

Enter data and organize files; write data reports  
Create and organize materials for tabling  
Make phone calls to constituents or partners  
Put up lawn signs or posters  
Help develop materials for outreach efforts  
Conduct research for future events and funding

### **Skills Required:**

Excellent written and oral communication skills  
Quick-learner on web-based programs (SurveyMonkey, Robly, WordPress)  
Proficient at web research  
Understands effective use of and can use social media (Instagram, Twitter, Facebook)  
Pays great attention to detail and is very organized  
Uses Excel with ease (data entry, sorting, filtering)  
Creative, passionate, interested in learning with a strong commitment to environmentalism  
Experience in environmental programs, clubs or activities.  
For the Food/Ag position experience with food or agriculture issues is a plus

*Compensation commensurate with experience*