



Organization Overview

Bedford 2020 is a nonprofit environmental organization that leads initiatives to reduce greenhouse gas emissions and protect natural resources in the Town of Bedford. Through volunteer-led task forces, we reduce waste, encourage alternative transportation, promote renewable energy and energy efficiency, support sustainable agriculture, and protect our land and water. Our office is located in Katonah. See Bedford2020.org for more information.

Summer Internship

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, designing materials, and researching, organizing and entering data. The intern's main responsibility this summer will be to prepare for the 2019-2020 Greenlight Award competition, but will also work on a variety of smaller projects. Bedford 2020 will hire one paid intern to work approximately 150-200 hours between May and August 2019.

The intern will support work of projects such as:

- Greenlight Award Competition
- HeatSmart Clean Heating and Cooling Campaign
- Waste and Recycling Initiatives

The internship may involve the following:

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
Pays great attention to detail and is very organized
Proficient at web research
Quick-learner on web-based programs (SurveyMonkey, Robly, WordPress, Google Drive)
Understands effective use of and can use social media (Instagram, Twitter, Facebook)
Uses Excel and Google Sheets with ease (data entry, sorting, filtering)
Creative, passionate, interested in learning with a strong commitment to environmentalism
Experience in environmental programs, clubs or activities.

Compensation commensurate with experience

To apply send letter of interest and resume by March 18 to: ellen.calves@bedford2020.org