



Fall 2023 Membership and Volunteer Internship

Organization Background

Founded in 1969, [Missouri Coalition for the Environment](#) (MCE) is Missouri's independent citizens' environmental organization for clean air, clean water, clean energy, and a healthy environment. We envision a future where the people of Missouri, regardless of race, income, or geography, live in and demand a clean, safe, and protected environment, now and for generations to come. We work to achieve this vision through our mission of educating, organizing, and advocating in defense of Missouri's people and their environment.

Our values, listed below, direct the mission-driven activities we undertake to achieve our vision.

Collaboration – We learn from, nurture, and support other organizations and individuals working for environmental justice and protections. We recognize that we are stronger together.

Equity and Inclusion – We are committed to being inclusive in our work with partners, geographies, communities, and one another, and celebrate the contributions of our staff, supporters, partners, and volunteers. We acknowledge historical inequities and make intentional efforts to dismantle racist and other unjust systems.

Integrity – Our actions reflect our vision, our mission, and our values. We commit to continual learning, evaluation, reflection, and growth. The information we provide is accurate, reliable, factual, and science-based.

Sustainability – We are devoted to the environment because people are a part of nature and reliant on its biodiversity, stable climate, and unpolluted habitats for our survival.

Tenacity – We relentlessly champion the protection of Missouri's people and their environment.

Position Overview

The Membership and Volunteer Intern will support the Development Director, providing database support, outreach, and event coordination efforts for MCE.

Position Responsibilities

- Build relationships with local retailers and other organizations whose missions and brands align with MCE.
- Assist with event planning and coordination such as Chats for Change and Eco Experiences.
- Table at events, markets or venues to spread awareness about MCE and Known & Grown.
- Assist with virtual meetings or in-person meetups as needed.
- Other related duties as directed by Development Director
- Input data and make changes to existing data figures in Bloomerang.

Qualifications

- Data entry experience preferred



- Experience with event planning or coordination
- Ability to stay organized and meet deadlines
- Ability to transport yourself to event locations

Hours and Expectations

- Sixteen hours per week; Hours are flexible but the candidate must have some availability during the 9-5 work week for meetings and have the ability to work evening or weekend events. This position will be based remotely with access to our office.
- Internship is from August to December 2023; extension of the internship is optional
- Intern receives an \$800 stipend that will be paid in two installments: \$400 at the midpoint and \$400 at the end, and is eligible for university credit.
- Reports directly to Development Director

How to Apply

Send resume and cover letter to Carmen Harris at charris@moenvironment.org. Email subject line should read "Fall Membership Internship." **Position open until filled**