



Development and Operations Internship

Organization Background

Founded in 1969, [Missouri Coalition for the Environment](#) (MCE) is Missouri's independent citizens' environmental organization for clean water, clean air, 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 Development and Operations Intern will support the Executive Director and other staff with fundraising, event coordination, data entry, and general operations efforts for MCE. The main objective of this position is to increase the capacity of the Executive Director, Fundraising Lead, and Operations Coordinator.

Position Responsibilities:

- Conduct outreach to and build relationships with local nonprofits, businesses, and residents in Missouri
- Assist with event planning and coordination
- Table at events, markets, or venues to spread awareness about MCE
- Conduct data entry in MCE's email platform, Mailchimp, and member/donor tracking platform, Zeffy
- Make calls and send emails to MCE members informing them of upcoming events and meetings
- Other related duties as given by the Executive Director

**Qualifications:**

- Experience and/or comfort with working at public events
- Ability to stay organized and meet deadlines
- Comfortable speaking with the general public
- Ability to transport yourself to event locations within 20 miles of your place of residence
- Passionate about the environment and conservation

Hours and Expectations

- 10 hours per week; Hours are flexible but the candidate must have some availability during the hours of 9am-5pm Monday-Friday for meetings and have the ability to occasionally work evening or weekend events. This position will be based remotely, with access to one of our offices (St. Louis, Columbia, Springfield, or Kansas City)
- Internship is from September 1 - December 11; extending of the internship for the following semester is optional
- Intern receives a \$700 stipend that will be paid in two installments, \$350 at the midpoint and \$350 at the end, and is eligible for college/university credit

How to Apply

Send resume and cover letter to jobs@moenvironment.org. Email subject line that reads "Development and Operations Internship". **Position open until filled.**