

School of Forestry and Environmental Studies, Yale University
New Haven Promise Internship 2020
Environmental Justice and Health Strategic Initiative

POSITION OVERVIEW

The Environmental Justice and Health Strategic Initiative seeks a part-time intern to support initiative programs. The EJ & Health Initiative coordinates and promotes scholarship and teaching in Environmental Justice and Health at the Yale School of Forestry and Environmental Studies. This research internship will provide an opportunity to gain experience in communications and project management as well as learn more about the interdisciplinary and multi-sectorial connections to environmental justice research. The intern will gain valuable experience with specific software and data systems. The intern will be supervised by the Program Coordinator Kristin Barendregt-Ludwig, who supports the initiative's two faculty co-chairs. The internship will be split between planning the 2020 Global Environmental Justice Conference and supporting the initiative's other programs.

The intern would work with the Program Coordinator to:

- Plan the Global Environmental Justice Conference
 - Coordinate with presenters
 - Reorganizing tools and systems
 - Arrange transportation and lodging for presenters and special guests
 - Updating the website with conference news and presenter information
- Strategic Initiative Communications
 - Update our new website highlighting research, teaching, and partnerships in environmental justice at Yale F&ES.
 - Social media posts to amplify our work
- General Program Support
 - Participate in team meetings
 - Support the development of tools and systems for tracking and communications.
 - Organize initiative events
 - Support communication with student fellows and others.

PRINCIPLE RESPONSIBILITIES

Responsibilities include but are not limited to:

- Coordinating conference planning.
- Communications support including website and social media
- Developing and updating tools and systems

SKILLS AND QUALIFICATIONS

- Positive attitude and team oriented
- Ability to listen deeply and contribute to the team's thinking
- Interest in environmental justice

- Excellent verbal and written communication skills
- Detail-oriented, well-organized, with the ability to manage multiple projects simultaneously

ENGAGEMENT LENGTH/SCHEDULE

- The internship is for a period of 8 consecutive weeks
- Successful candidates will work Monday through Friday, up to 20 hours/week, during the period May 15 – August 15, 2020