

Do you want to help advance environmental literacy in New Haven and empower community-based initiatives?

JOB SUMMARY

The [Connecticut Outdoor and Environmental Education Association](#) (COEEA) is hiring a **Community Engagement Intern** to engage stakeholders and gain insight on how to best leverage COEEA resources to support New Haven environmental community initiatives. Community members in attendance will include environmental educators, classroom teachers, school administrators, students, parents, and other community program service providers.

DUTIES, RESPONSIBILITIES & APPOINTMENT TERMS

The selected candidate will complete an in-depth stakeholder analysis and facilitate a community listening session event.

Stakeholder Analysis:

- Purpose is to identify diverse New Haven community stakeholders
- Includes information such as name, organization, email, and what they gain by participating

Listening Session Details:

- About an hour and a half long event
- Takes place in a community space (e.g., public library)
- Series of round-table discussions with guiding questions
- Food and incentives will be provided to participants

This is a temporary position. The selected candidate will receive a total of **\$700** for completing the following responsibilities between **December 1, 2023-April 1, 2024**:

- December-January: Conduct stakeholder analysis, including soliciting stakeholder feedback on event time of day (20 hours, remote)
- February: With the training support of the COEEA Board, review training materials and begin planning the community listening session event, including the development of a listening session protocol (10 hours, remote)
- March: Coordinate and facilitate one community listening session with New Haven educators, parents, and service providers (5 hours, remote and in person)

MINIMUM QUALIFICATIONS

COEEA's Community Engagement Intern must have a high school diploma or equivalent General Educational Development (GED) certificate, access to an Internet-connected computer/laptop, and be willing and able to:

- Compile and organize detailed information/data in a spreadsheet
- Speak comfortably in front of a group
- Communicate effectively both verbally and in writing in English and Spanish
- Believe that all participants have something to offer no matter their education, experience, or background

TO APPLY

This is a great opportunity for a high-school graduate or current undergraduate student to familiarize themselves with the landscape of environmental education practitioners and supporters across New Haven, expand their networking skills with a multitude of stakeholders, and receive training in facilitating authentic community engagement.

COEEA's vision of promoting equitable and inclusive access to environmental education is reflected in our hiring practices. COEEA recognizes that many of the greatest ideas and discoveries come from a diverse mix of minds, backgrounds and experiences, and we are committed to cultivating a work environment of mutual respect and meaningful inclusion. COEEA actively seeks a diverse applicant pool and encourages candidates of all backgrounds to apply. We provide equal opportunities to all applicants for employment without regard to race, religion or belief, age, sex, national or ethnic origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status, or any other protected category under federal, state and local law.

Interested applicants should complete this **short online application** by Sunday, October 15: <https://coeea.org/intern>.

Review of applications will begin immediately and continue until the position is filled. This position has an anticipated start date of December 1, 2023.

If you have any questions about the position, contact jobsearch@coeea.org