



Education Internship

Keep Pensacola Beautiful (KPB) is a non-profit affiliate of Keep America Beautiful. Our mission is to promote recycling education, community beautification and litter reduction. The 2018/2019 year will focus on a variety of new programs and events to promote these goals in our community including the re-launch of our education program “Waste in Place”.

The Intern will assist with in class room education programs for students ages K-5. “Waste in Place” is an education program that has been developed to meet specific educational standards. The Intern will participate in these programs, assist the Education and Outreach Coordinator to implement these programs in the class room and on occasion execute these programs on their own.

These Programs are designed for no more than 20 students at a time and a teacher will always be present to help. The Intern will assist with set up and clean up. The intern will also assist with occasional weekend events, beach or park cleanups and other events as they arise.

Required Qualifications:

- Excellent written and verbal communication, grammar and proofreading skills with acute attention to detail
- Proficiency in Microsoft Office (i.e., Word, Excel, PowerPoint, etc.)
- Ability to speak in front of groups and manage activities with multiple participants while maintaining a sense of humor is essential
- Ability to work independently and problem solve as necessary

Desired Qualifications:

- Enthusiasm and passion
- Organized, responsible, detail oriented, and dedicated
- Strong project management and internet research skills

Individuals applying for this position should have an interest in the teaching and education of elementary age children.

All interns are expected to act in a professional manner and may be asked to answer phones, greet people as they enter the office and assist at events. There will also be times when the intern will work with limited supervision and is expected to complete tasks as assigned. Since this position will be working with children, a background check will be required.

This internship can be taken for credit but is unpaid. Interns are expected to make a commitment of 12-16 hours a week for one semester (internships can be extended after the completion of the first semester and review with both the Executive Director and Education and Outreach Coordinator). There should be no expectation of employment at the completion of the internship.