

## **Spring 2010-Project Management Internship for EcoCenter at Heron's Head Park**

Literacy for Environmental Justice (LEJ) is an urban environmental education and youth empowerment organization created specifically to address the unique ecological and health concerns of Bayview Hunters Point and the surrounding communities of southeast San Francisco. Our mission is to foster an understanding of the principles of environmental justice and urban sustainability in our young people in order to promote the long-term health of our communities. LEJ defines environmental justice as the right of all people to have equal access to their basic needs. This includes safe energy, healthy food, clean air and water, open space, non-toxic communities, and equitable educational and employment opportunities.

As part of an effort to provide hands-on educational opportunities to the community of youth that we serve, LEJ began planning a landmark environmental justice education center soon after becoming engaged in the creation and stewardship of Heron's Head Park in 2000.

The EcoCenter building will provide space to upwards of 100 students in both an indoor and adjacent outdoor classroom space. Nearly every feature of the EcoCenter will be innovative and used to educate the general public about renewable energy, pollution and greenhouse reduction, wastewater treatment, "green" building materials, and the green economy. Our primary goal will be to educate visitors around two of the most timely and critical environmental themes facing California today: Water and Energy.

### **Internship Role/Scope of Work**

We are looking for a 50%-80% time intern to assist the Project Manager with the following support:

- Research on building systems.

- Assistance on development of the Building Operation and Maintenance Manual.

- Archival Work to help archive and organize Building History and Systems.

- Administrative support, which may include filing, establishing internal electronic systems, organizing building documents.

- Assistance updating Project Electronic Blog.

- Support Project Manager on stewardship of grants as needed.

- Support Policy Outreach and Regulatory Partnerships as needed.

- Support internal design team around implementation of landscape design.

### **Qualifications**

Must be familiar with Bayview Hunters Point Community and Environmental Justice Principles. Must show a demonstrated commitment to social justice and/or environmental justice work.

Background in the following division: landscape design, sustainable development, urban history, and/or engineering.

Must be adept at research and follow up as well as ability to organize and document research work.

Must understand how to work with the following computer systems: Mac (Word, Access, Excel) and on-line research.

We are looking for an intern starting February 1st for a minimum 3-month commitment. Please submit to Project Manager:

Must be able to manage time on an independent basis.

Must be able to commit minimum of 20 hours a week to position and commit to a regular schedule.

Submittal by February 1<sup>st</sup> 2010 to Laurie Schoeman at [lcprojectmanager@lejyouth.org](mailto:lcprojectmanager@lejyouth.org)

Resume

Writing Sample

Two references

For more information about the project please go to: [www.lejyouth.org](http://www.lejyouth.org) or [www.ecocenteratheronsheadpark.blog](http://www.ecocenteratheronsheadpark.blog)

For Questions Please call Laurie at: 415.282.6840