



## Shell Nonprofit Internship 2015

Job Title: Citizens' Environmental Coalition Volunteer Coordinator Internship

### **Overview:**

The Citizens' Environmental Coalition is an alliance of diverse nonprofit, governmental, and educational organizations whose activities impact our environment and quality of life in the Houston-Galveston area. The CEC was incorporated in 1971, after a group of visionary citizens hosted the first Earth Day in Houston in 1970. The CEC's mission is to foster dialogue, education, and collaboration on environmental issues in the Houston / Gulf-Coast Region. The CEC accomplishes this through a variety of programs, including events, publication of a guide to environmental organizations in the region, and a weekly newsletter that reaches almost 5,000 subscribers.

Other than volunteer board service, the CEC does not currently have a volunteer program in place. The roll of the Volunteer Coordinator will be to develop—and possibly begin implementing—the volunteer program.

### **Job Description:**

The Shell Nonprofit Intern shall:

- Develop a timeline, in collaboration with the executive director, for the project
- Draft a Volunteer Policy Handbook, starting with a template provided by Texas C-BAR
- Research volunteer policies for incorporation in the handbook. Sources may include online resources such as those available through Volunteer Houston, Volunteer Match, and Independent Sector, and the United Way Resource Library.
- Develop
  - volunteer application
  - volunteer job descriptions
  - volunteer orientation
  - training programs for volunteers
  - volunteer review process
  - volunteer exit interview
  - volunteer appreciation program
  - Strategies for increasing diversity in CEC's volunteer program
- Post volunteer opportunities on websites of the CEC, Volunteer Match, Volunteer Houston, LinkedIn, and other sites as appropriate
- Research and identify local college degree programs that require or encourage internships, and identify requirements for participation. Submit opportunities to appropriate departments and internship coordinators
- Develop volunteer recruiting material for use at events such as Earth Day and other festivals.
- Provide support for Board Governance committee in its efforts to recruit new volunteer board and committee members
- Develop tracking system for volunteer service



The intern will be treated as a staff member and will be invited to all staff, board, and committee meetings and trainings. The intern will also have the opportunity to observe or participate in fundraising, volunteer coordination, community outreach programming, marketing, and standard operational support activities.

**Schedule:**

- Eight consecutive weeks between June 1, 2015, and August 31, 2015, PLUS participation in the Shell Summer Intern Program Kickoff and 2-3 networking events
- 5 days, 35 hours per week. Schedule may be arranged to accommodate after-hours events, reduced commutes, or other commitments, and may include some telecommuting if appropriate.

**Minimum Qualifications:**

- Returning to college/university full time in the fall of 2015 as a sophomore, junior, or senior
- Excellent organizational skills
- Strong research, oral, and written communication skills
- Computer and internet skills, including knowledge of Microsoft Office
- Professional demeanor in person, by email, and on the phone
- Ability to successfully interact with a wide variety of internal and external individuals, including CEC staff, board members, representatives of member organizations, and potential donors
- Reliable transportation, valid driver's license (preferred)
- Relatives of Shell employees or retired employees are ineligible
- Relatives of VolunteerHouston employees or retired employees are ineligible
- A student working towards a degree in business, human resources, marketing, project management, or environmental studies is desired but not required.

**Skills to be learned or enhanced:**

- Writing, marketing, and graphic design skills
- How a nonprofit works and contributes to the community
- Database management
- Working in an office environment as an integral part of a team
- Networking relationships with many of the environmental nonprofit organizations in the region
- Human resources and volunteer management skills

Email (preferred) or mail a cover letter and résumé to:

Citizens' Environmental Coalition  
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