



**Position: Teva Summer Intern**

This is a great position for someone looking for experience in a Jewish nonprofit organization. The successful candidate must have an appreciation for the Mission of the Teva Learning Center and Jewish Environmentalism.

**Job Description**

*Support Teva Learning Center Programs (40%)*

- Assist with the planning, execution and follow-up of Teva Seminar on Jewish Environmental Education
- Support Teva programs by assembling curricular materials, researching educational information & seeking to continually improve organizational offerings
- Send Earth Beads to students completing individual environmental actions

*Communicate & Support Teva Learning Center's mission (30%)*

- Market Teva via website and emails
- Table at conferences and summer events
- Manage logistics & communications between Teva, schools, & other organizations

*Manage Teva Learning Center Office (30%)*

- Facilitate receipt of supplies & materials needed from parent and sister organizations
- Read through student evaluations, create summary document and send back to schools
- Enter information on students and parents of Teva programs

**Required Skills**

- Well developed organizational skills combined with an ability to multi-task
- Independent worker who is able to take initiative on projects
- Creative, solutions-oriented and a quick thinker/learner
- Excellent communication in person, on the telephone, & by written correspondence
- Highly developed interpersonal skills and a professional demeanor
- Comfort navigating computer files & manipulating databases
- Knowledge of Microsoft Office applications & proficiency with HTML