

Intern at Bay Localize!

Bay Localize depends on interns and volunteers to forward the important work of localizing our economy. We're looking for enthusiastic individuals who are passionate about community resilience and solutions to climate change and oil dependency. Internships require 10 hours/week for a minimum of 3 months. A needs-based \$300 monthly reimbursement stipend is offered to those who qualify. *Women, LGBTQI, and people of color are strongly encouraged to apply.*
INTERNSHIP OPENINGS:

Development Intern (NOW OPEN!)

We're looking for an enthusiastic individual who is passionate about community resilience and solutions to climate change and oil dependency. The Development Intern would assist the Strategic Partnerships Director in meeting fundraising goals through strategic relationship building. This includes assisting the SP Director in developing and implementing fundraising plans, cultivating new foundation contacts and managing grant proposals, building a diverse individual donor base, and growing earned income streams.

Key responsibilities:

- Research and identify funding opportunities as assigned
- Update and maintain donor database
- Develop grant proposal process with Strategic Partnerships Director
- Coordinate implementation of fundraising plans for major events
- Data entry and data analytics

Qualifications:

- Excellent organizational, communication, and writing skills
- Good analytical abilities - proficient in basic Excel spreadsheet analysis
- Self-starter - need to be able to work with minimal supervision and feel comfortable asking questions when stuck
- Attention to detail - need to be willing to check work several times, including formulas in spreadsheets and spelling errors in documents
- Adherence to deadlines and maintaining task schedules
- Knowledge of issues relating to environmental justice and community resilience preferred
- Enthusiastic attitude

How to Apply: Please send a cover letter explaining your interest in the position, your availability, a resume to Tressa Berman at [tressa \[at\] baylocalize \[dot\] org](mailto:tressa@baylocalize.org), with "Development Intern" in the subject line. No phone calls please. Thanks for your interest!

Green Your City (NOW OPEN!)

Building off Bay Localize's successful Use Your Roof! program, our Green Your City program promotes a broad range of sustainability techniques, technologies, and strategies. Given the increasing interest in urban agriculture, greywater,

permaculture, and green infrastructure generally, we have a tremendous opportunity to harness this grassroots momentum to help meet our local infrastructure needs. Through awareness-raising and campaigning for support from local government, we can help boost the development of these solutions throughout the Bay Area! Support is needed to help with organizing and outreach for our emerging Grow Local urban ag campaign, conducting research, creating online resources, and assisting with a project at Laney College to boost student and faculty compost rates.

How To Apply: Send a cover letter, resume, and writing sample to Aaron Lehmer at [aaron \[at\] baylocalize \[dot\] org](mailto:aaron[at]baylocalize[dot]org) with "Green Your City Intern" in the subject line. No phone calls please. Thanks for your interest!

Aaron Lehmer
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