



Request for Development/Event Volunteer Environmental Community Action Inc. (ECO-Action)

Who We Are

ECO-Action (Environmental Community Action) is a non-profit organization dedicated to fighting environmental and social injustice through organizing, education, and people-driven initiatives. Our work is based on the intersection of *threats to human health, environmental degradation and social injustice*. ECO-Action provides organizing assistance, training, and action education programs to communities confronting environmental health threats. We are building infrastructure and capacity in Georgia and driving policy initiatives for precaution.

What We Offer

ECO-Action offers a learning environment for volunteers and interns to strengthen deepen their skills and deepen their knowledge in protecting human health and the environment from a social justice perspective. We offer an opportunity for interns and volunteers to exercise their creativity and leadership to promote the precautionary principle among young people (adolescents, college students, and graduate students). We also provide a dose of political education on critical issues (i.e., learn how to conduct root cause analysis, power analysis, bridging the gap between theory and practice).

Position: Development/Event Volunteer (Unpaid)

Duties:

- Maintain donor databases and files, including calendaring deadlines, logging, donations, generating and sending donor acknowledgements, and phone banking;
- Assist with application submissions, fundraising letters and other solicitations;
- Organize and/or support special events, including assisting with creation of invitation list, logistics, soliciting sponsors and communicating with venue and vendors;
- Manage and maintain ECO-Action's social media presence and other communication efforts include newsletters, e-blasts and other marketing materials;
- Assist Board of Directors and ECO-Action staff in implementing a development strategy;
- Other development duties as requested.

Required Competencies:

- Enthusiastic individual who is highly motivated, enjoys multi-tasking, and who is comfortable -with written, oral and in-person communication;
- Cares about environmental issues;
- Interested in learning all aspects of development and event-related work;
- Be skilled at a variety of computer programs, particularly Microsoft Word, Word Perfect Excel, and PowerPoint.
- Knowledge of Microsoft Access, Mailchimp and Wordpress a plus;
- Commitment to excellence .

How to apply

Send cover letter and resume to Yomi Noibi Ph.D., Executive Director, at yomi@eco-act.org or asnoibi@gmail.com