



Editorial Intern for Diversity, Equity & Inclusion Program San Francisco, CA

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time, and bring about positive change. We are here *because the earth needs a good lawyer*.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Miami, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, and Washington, DC.

This position is responsible for providing assistance to the Diversity, Equity & Inclusion team through a range of tasks that support senior content producers in the commission, planning and production of print and multimedia content for Earthjustice.

This is a part-time internship that requires between 15 and 20 hours of work per week. Hours are flexible. We offer a \$280 stipend per week for undergraduate-level students, and \$370 stipend per week for graduate-level students.

Below is a general time line for the deadline and duration of the Diversity, Equity and Inclusion internship. Applications are accepted year-round.

Summer

Internship Duration: May through July

Application Deadline: We will begin reviewing applications on April 15. Application will then be accepted on a rolling basis.

Responsibilities:

- Serve as a regular contributor to Earthjustice's print and electronic publications, such as the blog, e-newsletter and website.
- Assists in providing updates to internal and external website content.
- Assist the Diversity, Equity & Inclusion team in raising the profile of Earthjustice diversity, equity and inclusion's multimedia content through online and social media platforms.
- Participate in brainstorming on the development of campaigns, initiatives and other storytelling projects.

Qualifications:

- We prefer applicants **to be currently enrolled in college**, but will make exceptions for qualified candidates. They should be passionate about environmental and social justice issues and have exposure to previous communications work, though professional work experience is not required.
- Knowledge of diversity, equity and inclusion principles.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

- Applicants should have excellent writing, organizational, and communication skills, and be an independent, motivated worker.
- Critical thinker, highly competent at understanding, distilling, and effectively communicating complex issues to a lay audience.
- Exceptional online research skills, especially in data collection, fact-checking and image searches.
- Excellent command of vocabulary, spelling, grammar and writing skills, including demonstrated experience writing effective print and online collateral.
- Meticulous attention to detail including excellent proofreading skills.
- Demonstrated ability to plan and manage multiple assignments to meet publication deadlines with minimal supervisory oversight.
- Strong collaborator.
- Proven willingness to seek appropriate direction and guidance from supervisors when needed.
- Solid knowledge of MS Word, Excel, Outlook and PowerPoint.
- Excellent interpersonal skills with the confidence to interact effectively with all levels of management and staff.
- Professional, positive and approachable attitude.

We offer a mission and employee-focused work environment and a competitive compensation package including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity. We strongly encourage diverse candidates to apply.

Application Procedure: Applicants should submit a thoughtful cover letter and a resume. No phone calls, hard copies, or drop-ins.

[Click here to apply.](#)

Please reach out to jobs@earthjustice.org if you're having technical difficulties submitting your application.

Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.