



BREATHE SOUTHERN CALIFORNIA SEEKING INTERN

Job Title: Operations Intern

Department: Executive

Reports to: Various

FLSA Status: Part-time; Non-exempt

About

Breathe Southern California (Breathe SoCal) is a 501(c)3 nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy, and technology. The organization runs an array of breathing and health-related educational and outreach programs to increase public awareness about lung-related diseases including asthma and COPD (Chronic Obstructive Pulmonary Disease).

Our programs have provided thousands of children and adults with the health education tools necessary to improve their indoor and outdoor environments, manage lung health risks, and prevent related illnesses such as asthma. In addition, Breathe SoCal conducts educational programs aimed at tobacco and vaping prevention and air pollution and environmental health. The organization also conducts advocacy and educational programs to increase public awareness of air pollution and promotes solutions that will achieve clean air for all.

Opportunity

Breathe SoCal is seeking an intern to help with some, or all, of the following: organize historical files, assist with day-to-day building operations, conduct data entry and basic research, assist staff with various projects.

Required Skills

- Basic Computer Skills (familiar with Microsoft Outlook, Word, and Excel)
- Multi-tasking
- People Skills
- Attention to detail
- Verbal/Written Communication

- Data Entry
- Internet Research

Preferred Skills

- Graphic Arts – familiar with Adobe programs

Requirements & Commitment

- Must be at least 18
- A passion for helping others

This job description reflects management's assignment of essential functions. It does not prescribe or restrict responsibilities that may be assigned.

Compensation

College Credit only. Part-time (10-20 hours per week).

How to Apply

Please send your resume and cover letter to info@breathesocal.org.