



Environmental Education Program Development Internship

Organization: Keep Coyote Creek Beautiful

Location: Hybrid

Duration: 10-12 weeks

Time Commitment: 5-10 hours per week

Compensation: Academic Credit

About Us

Keep Coyote Creek Beautiful (KCCB) is a community-based non-profit organization that focuses on Coyote Creek, located in the largest watershed in southern San Francisco Bay. Our mission is to bring communities together to take action for, learn about and play along a healthy Coyote Creek. We are currently developing Creek Quest, a new environmental education program designed to get students outside and explore Coyote Creek. The course is a unique opportunity for youth to observe nature, learn about local watersheds, and connect with their surrounding environment.

Internship Overview

We are seeking a motivated and enthusiastic individual to support the development of a new environmental education program for K-5 students. This internship offers hands-on experience in program design, research, and curriculum development within a non-profit setting. The intern will work closely with our team to help shape engaging, accessible, and impactful educational content.

Key Responsibilities

- Research K-5 outdoor education best practices and existing education programs
- Research local natural parks in the Coyote Creek Watershed, and find and map best walking routes between local parks and schools/afterschool programs
- Develop a list and map of afterschool programs and contacts within the watershed.
- Support the development of age-appropriate educational materials (e.g., lesson plans, activities, presentations, or digital content) to create engaging experiences with multiple learning modalities
- Assist with program planning, organization, and documentation
- Support evaluation design, feedback collection, and basic data analysis

- Participate in team meetings and provide general program support as needed
- Configure tablets for maximum use and participation by students
- Field test program as time permits
- Write a blog about your experience

Qualifications

- Currently enrolled undergraduate or graduate student (preferred majors include Environmental Studies, Education, Sustainability, Biology, Communications, or related fields)
- Strong interest in environmental issues and education
- Excellent written and verbal communication skills
- Strong research and organizational skills
- Ability to work independently and collaboratively
- Proficiency with Google Workspace or similar tools
- Creative, detail-oriented, and eager to learn
- Proficient in Vietnamese and/or Spanish a plus
- Pass federal background check (if field testing)
- Negative TB test (if field testing)

What You'll Gain

- Practical experience in environmental education and non-profit program development
- Mentorship from experienced professionals in the environmental field
- Opportunity to contribute to a meaningful, mission-driven project
- Development of research, curriculum design, and project management skills
- Letter of recommendation upon successful completion (if applicable)

How to Apply

Please submit a resume and a brief cover letter describing your interest in environmental education and this internship to Molly Curtis at molly@keepcoyotecreekbeautiful.org.