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 WWW.ASCENDTIALS.ORG

**Environmental Learning and Care through the Elements Series and Crafting
 Corporate-Ready Futures Service-Learning Program (Each Quarter)**

Event Name • Organization Name	Area	Descriptions
PRELAW AND LEGAL RESEARCH INTERNSHIP	Internship	In this internship, you'll be instrumental in providing vital legal services and support to underserved communities. Your role involves offering advice and assistance, especially in environmental law, civil law, estate law, immigration law, real estate law, juvenile law, business law, non-profit law, cannabis law, and intellectual property law. You'll conduct legal research, draft documents, and provide representation as required. Additionally, you'll assist the team in planning and executing events and initiatives aimed at promoting social justice and community empowerment. Benefits include the chance to make a meaningful impact, networking opportunities with legal professionals and community leaders, and professional development in public interest law.
CLIMATE CARES ENVIRONMENTAL PROGRAM INTERN HIGHWAY CLEANUPS •	Environmental program	Clean up along our adopted highway, and collect excess leaves from withered plants for composting activities at our community garden. Plant trees, bushes, and wildflowers. Contribute to reducing pollution and fires.
PR INTERN	Internship	As a PR Intern at ASCENDtials, you'll assist in using public relations to educate, raise donations, and recruit volunteers. Responsibilities include organizing fundraisers, managing marketing channels, and fostering donor relationships. Collaborating with the team, you'll help develop strategies to expand our supporter base and communicate our mission effectively.
PROGRAM SUPPORT INTERN	Internship	The Program Support Intern plays a crucial role in ensuring that all programming aligns with our curriculum and core values of Harmony, Order, Balance, Reciprocity, and Justice, aiming to dismantle societal barriers to truth, equality, and justice in education. Working with the team, you'll assist in supervising a diverse range of programs, ensuring their successful development and implementation. Your responsibilities include setting program goals, planning timelines, and overseeing budgets, operations, and evaluation strategies. Collaborating closely with program and project managers, you'll help identify areas for improvement, enhance productivity, and manage change and risk effectively. Additionally, you'll provide detailed progress reports to senior management and ensure program activities comply with legal guidelines and internal policies.

FUNDRAISING INTERN	Internship	The Fundraising Intern, reporting to the Director, assists the team in coordinating fund development activities by researching prospective donors, preparing donor profiles, and identifying funding opportunities. They assist in managing the corporate partner program, preparing proposals, and cultivating donor relationships. Additionally, they coordinate educational activities, maintain donor profiles and stewardship efforts, develop fundraising events, manage the development database, coordinate meetings, solicit sponsorships, and attend community events. This role also involves assisting in the creation of marketing materials and responding to presentation requests and inquiries.
SOCIAL MEDIA/EVENT COORDINATOR INTERN	Internship	The Intern will assist the team in coordinating program events, focusing on understanding the organization's culture, mission, and goals, as well as staying informed about current issues and trends affecting the nonprofit sector. They will apply time management and analytical skills to their projects, identify areas for personal and professional growth, and reflect on their service experience to bridge classroom learning with community-based activities. The intern will work closely with alumni, attendees, donors, members, and partners, providing excellent service, anticipating needs, and resolving issues effectively and confidentially.
PUBLISHING/EDITORIAL INTERN	Internship	As an Intern in the ASCENDtials editorial team, you'll assist the team in advancing our mission to promote critical consciousness through comprehensive educational materials and training courses. Your role involves overseeing publication processes and tracking team attendance and hours. Additionally, you'll contribute insights, and attend strategy meetings. A detail-oriented approach is essential for formatting and publishing content, updating published material, and ensuring compliance. Collaboration with the Copyediting team is key for skill development, fostering the ASCENDtials brand as a leading resource for personal growth and social change.
CLIMATE CARES ENVIRONMENTAL PROGRAM BEACH CLEANUPS <i>/I LOVE A CLEAN SAN DIEGO</i>	Environmental program	Cleanup our adopted beach in our community to make it healthier for wildlife and people. Learn about storm drain runoff and paint stencils on the drains to discourage people from dumping litter, chemicals, or poisons into our water bodies. It all flows to the storm drain, and then into the watershed!

WEB DESIGNER INTERN	Internship	The Web Designer intern will assist the team in crafting the visual appearance and layout of websites. Their tasks involve coding web pages or entire websites, collaborating with clients to refine designs, and conducting tests to ensure optimal functionality and aesthetics. Working closely with the team, they contribute to creating visually appealing and user-friendly web experiences.			
ADMINISTRATIVE AND PROJECT MANAGEMENT INTERN	Internship	In this role, you'll assist the team in supporting the administrative functions of the Hiring Team. Your role involves project management support, itinerary and agenda assistance, recruitment, and maintaining hiring and social channels for ongoing recruitment efforts. You'll also contribute to the creation and revision of standard operating procedures to ensure a seamless recruiting and onboarding process while educating prospective interns on our program content and communicating the organization's goals to the public.			

COPY EDITOR INTERN	Internship	In this role, you will be responsible for proofreading and revising content for publications, ensuring accuracy, clarity, and adherence to editorial standards. They collaborate with writers, verify facts, rewrite text for clarity, and assist in developing story ideas. Additionally, they may assist in arranging page layouts and approving final versions submitted by staff, working closely with the team to maintain high editorial quality.			
COPYWRITER INTERN	Internship	We're seeking a creative Copywriting Intern to craft compelling copy for ads, publications, and websites, engaging target audiences effectively. Our ideal candidate is a detail-oriented student with a collaborative spirit, capable of quickly understanding project requirements and offering valuable insights. Responsibilities include writing clear and engaging copy, interpreting briefs, collaborating with designers, PR professionals, and others on marketing projects, conducting research and interviews, editing and proofreading copy, optimizing content for SEO, and sourcing relevant images and content. As a key member of the team, you'll work closely with colleagues to deliver impactful marketing materials while gaining valuable experience in the field.			
GRANT RESEARCHER/WRITER INTERN	Internship	We're seeking a passionate student intern to write grant proposals for our organization, you'll collaborate with team members to craft coherent, organized, and compelling proposals. This internship will align with school semesters and offer academic credits. Your role will involve writing well, conducting research, and demonstrating commitment to our mission. We're looking for deadline-driven team players with strong multitasking skills. As part of the team, you'll assist in other fundraising projects and cultivate relationships with key stakeholders.			