

Environmental Studies Internship Opportunity Form

Organization: Pangea Organics

Address: 6880 Winchester Circle

City: Boulder **State:** CO **Zip:** 80301

Contact person: Linda Driscoll : Education Coordinator

Email: Linda@PangeaOrganics.com **Phone:** 720.206.9433 – direct mobile (please use or email – both are direct and quick)

Number of interns requested for spring: 1-2 summer: 1-2 (ideally one really great, longer-term intern)

Nature of project(s) and skills required:

I seek a high-quality intern for a position of moderate responsibility. There is potential (with no guarantees) of further employment beyond internship, so a student soon to graduate would be ideal. I need a right-hand gal or guy to assist with Educational endeavors and organization of data.

Qualities:

Passion for education and eco-progression

An interest in organic, chemical-free body and skin care

An extrovert: outgoing and able to communicate openly with ease

Well-spoken, with professional demeanor

Well-organized: extremely computer literate, able to use excel, word and power-point

Attention to detail and accuracy

Ideally someone with a minor in communications or marketing

Duties:

Building of promotional give-aways

Organizing data and follow-up with candidates for a new product test-group

Maintaining the Environmental Working Group ingredient database

Maintaining the database of ingredient certification documents (will need to sign contract securing proprietary information)

More responsibility possible if qualified and interested...



LINDA DRISCOLL
Education Coordinator

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