



Healing Earth Internship

Job Description

Position Description

The *Healing Earth* (HE) Student Worker supports the HE team in administration, organization, research, outreach, communication, translations (if applicable), and miscellaneous tasks that are associated with the *Healing Earth* project. Under the supervision of the International Jesuit Ecology Project (IJEP) Program Manager, the student worker will work both collaboratively and independently while gaining professional skills in project coordination, management, and organization. No previous experience is needed.

Federal work-study students are encouraged to apply for this position.

Responsibilities

- Create infographics and design communication material
- Write newsletters and marketing campaigns
- Research and propose changes
- Post news and updates on Facebook page and bulletin board
- Moderate community forum; keep track of user additions and conduct surveys
- Gauge needs of users and gather useful information for future projects
- Organize topics of discussion to facilitate user interactions
- Navigate basic uses of WordPress
- Translations (if applicable)
- Outreach to audience
- Assist HE team as needed

Qualifications

- English language; secondary language preferred
- Interest in environment, education, theology, and/or social justice

- Strong time management and organizational skills
- Collaborative and communicative
- Possesses creative and critical thinking skills
- Can work independently and make deadlines
- Proficiency in Microsoft
- Basic understanding of *Healing Earth* pedagogy

Compensation & Time Commitment

- June 2024 – December 2024
 - Approximately 6 hours per week
- \$15.80/hour

This is a remote position; its scheduling will be flexible around the student worker's schedule and the project's needs. The student worker must keep a consistent schedule in which they work the same days and hours each week for the internship. The schedule will be agreed upon by the student worker and the IJEP Program Manager before the start date. Schedule changes part-way through the internship will need to be approved by the IJEP Program Manager.

Application Instructions

Please apply by **12:00pm on Friday, May 17, 2024**. If no suitable applicant is identified, the deadline may be extended. Initial onboarding meetings for the selected candidate are planned for May 27, with work beginning June 10. Intern must have Full-time enrollment at any Loyola University Chicago Campus in 2024-2025.

Apply by sending your resume/CV and a cover letter describing your interest in the position including the contact information for two references to ijep@luc.edu.

If you have any questions or would like any clarification, please contact Rachel Elfant at ijep@luc.edu.

About *Healing Earth*

Healing Earth is a free, online environmental science textbook for upper-level secondary school students, beginning college students, and adult learners. Complementary to Pope Francis's

second encyclical, *Laudato Si'*, the authors of *Healing Earth* consider an integral approach to six contemporary and urgent environmental problems. *Healing Earth's* content, examples, and lessons are drawn from diverse cultures and regions around the world and the users of *Healing Earth* are members of these diverse communities. New knowledge about the Earth and its natural systems increases daily, so creating an international network of teachers and students willing to join the *Healing Earth* team keeps the textbook current and alive.