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BREATHE LA Seeking Intern

Job Title: Intern
Department: Executive
Reports to: Various
FLSA Status: Part-Time; Non-exempt

About

BREATHE California of Los Angeles County (BREATHE LA) 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, bronchitis and emphysema and works towards eradicating these diseases.

Our programs have provided thousands of schoolchildren with the health education tools necessary to improve their indoor and outdoor environments, manage lung health risks, and prevent related illnesses such as asthma. BREATHE LA also provides education to children with asthma and their parents, and adults with emphysema, chronic bronchitis and Chronic Obstructive Pulmonary Disease (COPD) to better understand and manage their disease. BREATHE LA also conducts educational programs aimed at tobacco prevention, healthy eating, and air pollution and environmental health. The organization also conducts advocacy and educational programs to increase public awareness of air pollution and promote solutions that will achieve clean air for all.

Opportunity

BREATHE LA is seeking interns to help with some, or all, of the following: Prepare grants, assist with special events, help prepare mailings, organize materials for educational programs, conduct data entry and basic research, assist with media outreach, assist with local and statewide advocacy efforts, assist staff with various administrative projects.

Required Skills

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

- Data Entry
- Internet Research

Preferred Skills

- Spanish speaker

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.

Hourly pay. Part-time only (10-20 hours per week). Apply to info@breathela.org with cover letter and resume.