Organization Name:  **CPF Institute (Captain Planet Foundation)**

Address:  133 Luckie Street, Atlanta, GA 30303

Phone:  404-522-3015 (office) or 678-485-1005 (cell / preferred)

Web site:  [https://captainplanetfoundation.org/programs/institute-cpf/](https://captainplanetfoundation.org/programs/institute-cpf/)

Internship Supervisor:  Karan Wood, Director, CPF Institute

Supervisor’s contact information including e-mail.
Karan Wood  
karan@captainplanetfdn.org

Organization’s Mission Statement:
The mission of the **Captain Planet Foundation** is to give the next generation of environmental stewards an active understanding and love for the natural world in which they live.

The vision of the **CPF Institute** is to foster transformative change in education that prepares, inspires, and empowers today’s children to become change-makers. We do this by supporting formal and informal educators and increasing their capacity to engage students in investigating natural phenomena, exploring evidence, solving authentic problems, and carrying out projects that make a difference in the real world.

Summary of organization’s primary programs and services:
The **Captain Planet Foundation** provides grants to formal and informal educators in support of youth-directed learning and environmental projects; and operates model programs that connect youth with the environment.

The **CPF Institute** curates and creates key tools, resources, models, practices and workshops that help teachers transform classrooms and schoolyards into learning labs where children connect with nature, discover their curiosity and wonder, make sense of the world using evidence-based science, and carry out projects to solve authentic, local environmental problems.
Intern’s title: Our Favorite Persons! (aka CPF Institute Interns)

Number of interns requested: 1 or 2

Internship project/job description:
1) Intern will be exposed to all aspects of Captain Planet Foundation, which operates both as a grant-maker and a program-operator; and of the CPF Institute, which focuses on the intersection of K-12 education and environmental stewardship. It is anticipated that intern responsibilities will include:
   a. Support of summer professional learning workshops for science teachers, including organization, follow-up communications; surveys; reviews; assessments; materials preparation and inventory; etc.
   b. Assistance in preparing reports to funders and stakeholders, including data collection and analysis, photos, layout, printing, etc.
2) From a priority list, select a ‘signature project’ to work on from beginning to end, such as:
   a. Research and development of a proposed new or updated ecoSTEM kit;
   b. Design and layout of an online GREAT Project Pathway using WordPress and BeaverBuilder, to lead students through the process of researching, designing, carrying out and assessing an environmental project in the schoolyard or community, on topics ranging from invasive species and ecological restoration to fire ecology and toxins;
   c. Development and field testing of science education activities that incorporate coding and technology, including microcontrollers and environmental sensors;
   d. Creating web site content such as “instructable”-style best practice guides related to environmental education topics;
   e. Contributing content, selecting visuals for, and editing a distance learning course for teachers, in Canvas;
   f. Coordinating among teachers, students, and producer to support the creation of a film in the This American Land public television series;
   g. Tracking progress of SAGES curriculum adaptation project and preparing the resulting lesson frameworks to be marketed and released in batches by grade level or topic;
   h. Creating social media and newsletter content;
   i. Enhancing STEM learning activities in terms of their appeal to children of color and girls in general, by focusing on potential to make a difference in the community and to contribute to environmental justice;
   j. Summarizing, linking and featuring research that reflects the core values and rationale for the work of CPF Institute, on the web site;
3) Support the CPF Institute Director on additional projects and ongoing work, as needed
Qualifications:
   i) Excellent written and oral communication skills (writing sample requested)
   ii) Attention to detail, precision, and accuracy
   iii) Ability to follow through on projects with minimal supervision
   iv) Initiative, resourcefulness, creativity, and curiosity
   v) Interest in the environment, science education, and empowering young people to make a difference in the world

Preferences:
Valuable, but not required, is familiarity or experience with any of the following:
- Creating content for Canvas learning management system
- Coding of arduinos or other microcontrollers (or computer programming experience)
- Creating content in WordPress or BeaverBuilder
- Excel spreadsheets, including graphing and data analysis
- PowerPoint presentations

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:
Not at this time

Will the internship require that the student have a car?
No; office on streetcar route, in walking distance of Peachtree Center Station, and near several MARTA stops; other travel may be necessary on occasion (ride usually available)

Is placement site accessible by public transit or other transportation options?
Yes