

**Position: Green Office Intern (hybrid program)**

**Available to: Currently enrolled undergraduate and graduate students**

**Term: Fall 2023**

**Pay: \$13.50/hour for undergraduate students; \$13.50+/hour for graduate students**

**Position Description**

Emory's Office of Sustainability is seeking an intern to work on the implementation of the Green Office program. This will entail a variety of tasks that may include but are not limited to:

- Managing the Green Office at Emory certification program: recruiting offices to get certified, processing certifications, recognizing certified offices, and assisting with certifications and follow-up actions.
- Attending Green Offices 1:1 meetings with the Sustainability & Social Justice Fellow monthly and general intern meetings
- Conducting research related to energy, waste, water, chemical use & recycling, ventilation, procurement, and behavior change in university offices
- Drafting Green Office Newsletter monthly and conducting analysis on the newsletter
- Drafting creative outreach & educational materials for program implementation and coordinating community-building events under the supervision of the Sustainability & Social Justice Fellow

Interns are expected to work up to 10 hours per week, depending on OSI's needs and the intern's availability. This fall, this internship will be conducted in a hybrid format – in-person and remote.

**Desired Qualifications**

- Comfortable working independently with regular check-ins on activity and progress
- Previous research experience and a willingness to contact outside organizations for benchmarking purposes
- Strong writing skills with experience writing research reports, articles, blogs
- Ability to communicate well with other Emory departments
- Interest in sustainability and understanding of principles of sustainability and environmental stewardship

**To Apply**

Applications will be **accepted and reviewed on a rolling basis**, but please submit your resume, cover letter, and availability (hours/week, start date, end date) to [emorysustainability@emory.edu](mailto:emorysustainability@emory.edu). Top applicants will be invited for interviews soon after.

**In your cover letter, please:**

- Discuss any experiences that have shaped your interest in sustainability and skills you think you would contribute to the OSI team.

- Indicate the specific OSI initiatives and/or projects and programs in which you have interest.
- Explain how the internship will contribute to your academic and professional development.