Summer 2015 Internship Opening

Job Title: Sustainability Graduate Intern (Graduate Level)
Location: University of Pennsylvania, Facilities and Real Estate Services (FRES)
Salary: Hourly wage to be determined based on experience
Schedule: 30-40 hours/week (flexible), late May/early June – August 2015

Summary of Position

Penn Green Campus Partnership (GCP) is the umbrella organization for environmental sustainability planning and policy development at the University of Pennsylvania. GCP coordinates programs and initiatives for a more sustainable campus along with the implementation of University’s Climate Action Plan 2.0.

The office is seeking an intern to support GCP’s various campus sustainability projects and programs. Carbon emissions from labs represent over 30% of Penn’s carbon footprint. This position will lead the update of the Penn’s Green Labs program and develop an outreach strategy to engage lab occupants. One of the goals outlined in Climate Action Plan 2.0 is expand opportunities for teaching, learning, and researching sustainability. The Sustainability Graduate Intern will help support this goal by creating a hub on the GCP website about sustainability courses and sustainability research at Penn; including a revision of the Sustainability Course Inventory. In addition, this position will aid in the implementation of other Climate Action Plan 2.0 initiatives.

Tasks and Responsibilities:
- Expand outreach and development of the Penn Green Labs program
- Create a hub on the GCP website about sustainability courses and sustainability research at the University
- Collaborate with Purchasing Services on green sourcing and sustainable purchasing practices
- Provide assistance to Penn’s LEED processes
- Provide updates and content for GCP’s website and social media accounts
- Aid in the implementation of other Climate Action Plan 2.0 initiatives

Qualifications:
- Currently enrolled as a graduate student
- Strong writing skills, communication, and analytical skills
- Knowledgeable about issues pertaining to environmental sustainability
- Strong writing and analytical skills
- Responsible and able to meet necessary deadlines
- Ability to work both independently and in a goal-oriented team atmosphere
- Graphic design skills a plus– Adobe Creative Suite experience

Interested applicants should submit a copy of their resume and a cover letter to Sarah Fisher, Sustainability Strategic Planning Associate, at sefisher@upenn.edu.

The deadline for applications is April 10.