Summer 2019 Internship Opening

Job Title: Sustainability Intern
Location: University of Pennsylvania, Penn Sustainability Office, Facilities and Real Estate Services
Salary: $14/hour
Schedule: 40 hours/week, early June – late August 2019 (flexible scheduling)

Summary of Position

Penn’s Sustainability Office is seeking two undergraduate summer interns to support the University’s sustainability programs and the upcoming Climate Action and Sustainability Plan. Interns will have the opportunity to work closely with a team of sustainability professionals and assist in the coordination of outreach programs, strategic marketing and education initiatives, and operational research projects. This is an excellent opportunity for students interested in careers within the sustainability field and a valuable opportunity to gain exposure working on behalf of a large, mission-driven organization.

Summer internships with Penn’s Sustainability Office are designed to give students exposure to a broad cross-section of the sustainability field, and in addition to managing hands-on projects and conducting research assignments, students will also be given many opportunities to learn throughout their experience. This includes lunch and learns with various professionals, field trips to sustainability sites, meetings with technical staff, and occasional sustainability lectures.

Interns will be asked to help with a host of programs and projects over the summer and will gain valuable skills in program management, event facilitation, marketing strategy, sustainability research, and more.

Ideal candidates should have a passion for sustainability, prior experience with event planning and must be highly organized with strong interpersonal skills. Previous involvement in environmental groups and initiatives is a plus.

Tasks and Responsibilities:

- Provide hands-on support and coordination for programs aimed at incoming and returning students: Move-In Green, New Student Orientation, and PennGreen Pre-Orientation
- Provide research support for Penn’s Environmental Sustainability Advisory Committee (ESAC) and the University’s upcoming Climate Action and Sustainability Plan
- Provide marketing and communications support for strategic sustainability priorities, procurement of promotional sustainability items, and inventory management
- Assist in developing curriculum and content for Student Eco-Reps Program
- Attend semi-weekly meetings as needed

Qualifications:

- Strong writing, communication, and program coordination skills
- General knowledge about broad issues pertaining to environmental sustainability
- Considerable experience with event planning and outreach
- Prior experience leading peers in student organizations
- Strong interpersonal skills with ability to work well independently and in teams

Interested applicants should submit a copy of their resume and a brief cover letter to sustainability@upenn.edu. Applications will be reviewed on a rolling basis throughout January and February, and students are encouraged to submit their applications early. Please use “Sustainability Internship Application” as your email subject.
**Testimonials from last summer:**

During my summer with Penn Sustainability Office, I was able to attend and contribute in high level meetings deciding sustainability planning for the university, develop projects based around student programming or informing the next 5 year sustainability plan, and was given ownership over the Move-In Green program during freshman move-in. Our intern team was able to operate independently in many respects, choosing what projects interested us most, creating a supportive and fun workplace. Overall, the summer was professionally valuable but also very enjoyable.

- Hannah Sanders (C’ 19)

This summer, through the summer internship with Penn Sustainability, I had the privilege of working in a field that I’m extremely passionate about alongside a team that is equally as passionate and doubly as welcoming. My responsibilities and day-to-day schedule as an intern were tailored to my own skills and interests, and it was evident that the entire department was invested in my own personal and professional growth. As a Penn student, it was fascinating to work "behind-the-scenes" of my university and come to better understand how many departments keep this complicated microcosm in motion.

- Samantha Friskey (C’ 20)