

SUSTAINABILITY INTERN

Skidmore Sustainability Office



Location: Skidmore College

Term: Fall 2022

Compensation: \$11.80/hour, 5 hours/week

Description

The Skidmore Sustainability Office is seeking one Intern to join the team of five total self-directed, motivated students to support office operations and lead a variety of campus-based projects. Each intern will be assigned independent projects throughout the semester. The team of interns will also collaborate through the year to support campus events and outreach efforts, such as food waste audits, Skidmore Unplugged, New York Campus Crunch, Big Green Scream, Earth Week, and more. A strong candidate will be very organized, accountable, communicative, and detail-oriented. This position has the opportunity to renew semester-to-semester.

At the start of the semester, Sustainability Interns will be presented with Sustainability Office 2015-25 campus goals, operations, and programs to ensure they are experts on campus sustainability and well versed in Skidmore's efforts and pathways forward around energy, food, waste, lands and grounds, and engagement goals. This background is essential foundational information to make our student team members effective community leaders and project managers.

Available Intern Team Positions:

- EcoMore Program Manager (1 position; an ideal candidate will be on campus Fall 2022 and Spring 2023)
 - Organize and implement a syllabus for EcoMore, a group of student volunteers who design and lead peer-to-peer education efforts
 - Recruit EcoMore members in early Fall and Spring
 - Plan and host bi-monthly team meetings
 - Connect and collaborate with campus partners and Sustainability Office student staff
 - Cultivate and inspire peer to peer education efforts
 - Monitor progress and team work on a weekly basis to ensure goals are met and projects completed
- Zero Waste Manager (1 position)
 - Communicate and consult with partnering departments and office for events and projects
 - Attend and manage zero waste efforts at events
 - Led and direct other staff and volunteers at zero waste events
 - Strategize efforts to increase efficiency and effectiveness of operations
 - Facilitate projects to eliminate landfill-bound materials
- Independent Project Intern (1 position, project options included below)
 - Carpooling, walking, and biking study and outreach
 - Mapping low-mow rollout on main campus
 - Sustainable food sourcing research and report

Duties

- Participate in orientation training to ensure a thorough and complete understanding of campus sustainability;
- Coordinate closely with the Skidmore Sustainability Office staff to address a variety of campus-based projects;
- Support Skidmore Sustainability Office staff with various weekly tasks, including record collection, data entry, campus tabling, and more;
- Work independently to meet weekly project milestones;
- Maintain consistent communication with sustainability staff and intern team;
- Meet weekly with Skidmore Sustainability Office Staff to address project needs, questions, and future steps;
- Report project updates to regular meetings with the Sustainability Intern Team.

Requirements:

- **Submission of interest letter, resume, and contact information for two references (No written recommendation required, at least one reference should be Skidmore faculty/staff)**
 - Applicants should clearly note their preferred Intern Team Position, i.e. EcoMore Program Manager, Zero Waste Manager, or Independent Project Intern
- Ability to work independently and while meeting consistent milestones;
- Ability to collaborate with campus partners, student groups, and campus clubs;
- Ability to adapt quickly to program needs.

Applications are currently being accepted and reviewed. Interviews will be conducted on a rolling basis until positions are filled.

Please submit application material to:
sustainability@skidmore.edu