



Undergraduate Sustainability Internship Summer 2021

Summary:

Undergraduate Interns support the University's sustainability programs and work for the Climate and Sustainability Action Plan 3.0. Interns will work closely with the Sustainability Office and assist in the coordination of outreach programs, strategic marketing and education initiatives, and operational research projects.

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

Requirements:

- Familiarity with sustainability issues
- Strong writing, communication, and program coordination skills
- Willingness to learn and write for social media
- General knowledge about broad issues pertaining to environmental sustainability
- Prior experience leading peers in student organizations
- Strong interpersonal skills with ability to work well independently and in teams
- Familiarity with sustainability community and programs at Penn preferred

Potential projects/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 *Climate and Sustainability Action Plan 3.0*
- Provide marketing and communications support for strategic sustainability priorities, procurement of promotional sustainability items, and inventory management

Details:

2 positions available for Summer 2021

\$14.00 per hour / 40 hours per week

Applications due Wednesday, March 31 and will be reviewed on a rolling basis

Students must have work-study award capable of meeting the required hours for the position.

Contact Information:

Interested students should send a cover letter and resume/CV to Natalie Walker at

Sustainability@upenn.edu