

Internship Description: Sustainability Training Intern 2019 Spring Semester

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Illinois Green Alliance has an internship opportunity for a recent graduate or graduate student who is looking to further their skills and knowledge in sustainability, non-profit/volunteer coordination, and project management. This internship is an excellent opportunity to engage with Illinois Green staff and volunteers, as well as with Chicago community members who are interested in efficient buildings.

In addition to the responsibilities listed below, the intern may help with and attend meetings, events, and educational programs to fully understand the work of Illinois Green and how we accomplish our mission and strategic plan. There may be administrative tasks that need to be completed, and we request that the intern bring a personal laptop to use throughout the internship.

Intern Responsibilities (as time and project schedules allow):

- Help coordinate Illinois Green's volunteer training schedule and content creation.
- Research and draft content about energy efficiency and sustainability topics, per the volunteer training schedule.
- Create tools for volunteer trainings (i.e., facility assessment checklists, ENERGY STAR tips guides, and other tools as needed).
- Manage communications and help coordinate logistics for webinars and trainings.
- Identify and coordinate with potential speakers for training opportunities.
- Help Illinois Green staff research and create case studies about projects and programs.
- Other duties not described, as needed.

Desired Qualifications and Experience:

- Graduate of an undergrad program or enrolled in a masters program focused on environmental science/sustainability/environmental management/non-profit management.
- Interest in sustainability and green buildings.
- Familiarity with and/or willingness to learn ENERGY STAR Portfolio Manager.
- Experience coordinating events.
- Experience working with volunteers.
- Good communication and presentation skills.

Details of Internship:

- **Timeframe:** Spring semester, start and end dates flexible.
- **Time expectations:** Part-time, 16-24 hours per week (time is flexible).
- **Location:** Illinois Green's office in the Merchandise Mart (222 Merchandise Mart Plaza, Suite 1502), with occasional local travel to meetings and events.
- **Salary:** Unpaid position, with reimbursement for travel to meetings, if necessary.

Application Information: Please submit your resume and a cover letter to Laurel Kruke at lkruke@illinoisgreenalliance.org by Thursday January 31, 2019 at 5:00pm.