2016-2017 Sustainable Stanford Internship Position Description

Campus Department –Department Division/Office: Office of Sustainability, Sustainability and Energy Management

Position Supervisor: Meghan Brightwater, Sustainability Coordinator & Lauren Hennessy, Outreach Program Manager

Position Title: Outreach and Community Engagement Intern

Position Description:
The Office of Sustainability’s Cardinal Green Campaigns provide campus-wide opportunities for individuals engage with Sustainable Stanford throughout the year. The Outreach and Community Engagement Intern directly supports these campaigns by developing communications materials and programming that encourage student involvement in campus sustainability initiatives.

As part of the Office of Sustainability’s Outreach Team, the intern’s responsibilities could include:

- Promoting Cardinal Green campaigns through targeted emails and student club announcements
- Planning and implementing student engagement events, as part of ongoing Cardinal Green Campaigns
- Promoting the Cardinal Green Event program to student event planners
- Recruiting new student organization partnerships in support of Cardinal Green Campaigns
- Soliciting student feedback on Cardinal Green Campaigns and researching behavior change barriers seen in Stanford populations
- Brainstorming effective methods of breaking down barriers for student involvement in Cardinal Green campaigns
- Updating the self-guided campus sustainability tour
- Assisting the Sustainability Coordinator in planning, advertising, and documenting the Student Sustainability Working Group’s monthly meetings.
- Assisting with the planning of Celebrating Sustainability, Stanford’s Earth Day celebration that attracts over 1,000 attendees each year
- Supporting outreach teams at various campus events throughout the year
Within these project areas, the Outreach and Community Engagement Intern will be encouraged to pilot projects of personal interest. These projects will be designed, implemented, and evaluated by the intern over the course of their one year experience.

**Position Length:**
Entire 2016-2017 academic year (but flexible if you are taking a quarter off)

**Opportunities and Benefits:**
This is an excellent opportunity for students interested in sustainability and communications to gain hands-on work experience while contributing to significant campus campaigns. In this position, students will develop relationships with sustainability leaders on and off campus while gaining experience in the following areas:
- Communications and marketing
- Education and outreach campaigns
- Design thinking
- Project management
- Analytics
- Survey design and analysis
- Graphic design (Adobe CS6)

Students of all majors, interests, and backgrounds are encouraged to apply. Both undergrads and graduate students are welcome.

**Qualifications:**
- Able to commit an average of 8 hours per week. Schedule is flexible and work can be completed either from home or at the Office of Sustainability.
- Established connections to student sustainability organizations on campus
- Established connections to non-sustainability student organizations on campus
- Experience with grass roots campaigning preferred
- Strong written and oral communication skills
- Savvy across social media
- Experience with Adobe Creative Suite, preferred

**Salary:**
Hourly salary at a rate of $15.50/hr

**To Apply:**
Please provide a resume and cover letter stating your interest and experience by email to mbrightwater@stanford.edu. **Deadline is Wednesday, May 4, 2016.** Interviews will be held during the week of May 16 and hiring decisions will be announced by **May 31, 2016.**