



2022-2023 Sustainable Stanford Internship Position Description

Position Title: Communications Intern

Campus Department – Department Division/Office: Office of Sustainability - Sustainability and Energy Management (SEM)

Position Supervisor: Cara Uy-Segal

Work Hours/ Duration: Average of 6-10 hours a week and the internship length is for at least one academic year

Compensation: Starting at \$18.00/hour

Position Description:

Internships within the Sustainability and Energy Department advance Stanford University's commitment to operate its campus as a living laboratory for solutions by facilitating connections between sustainability stakeholders across the university and beyond. All student interns contribute to Sustainable Stanford, the university-wide effort to reduce our environmental impact, preserve resources, and lead sustainability by example across its three pillars - environment, economy, and equity.

The Communications Intern creates and gathers content for various online and digital marketing channels to increase and strengthen the presence and brand of Sustainable Stanford, specifically the Sustainability and Energy Management department, among the Stanford community. This position is responsible for leading the Office of Sustainability's social media accounts, developing newsletter and website content, helping to maintain the Sustainable Stanford website, researching best practices on a variety of behavior and social marketing topics, and assisting with designing digital communication materials for ongoing programs and initiatives. This position will collaborate closely with other interns and staff to determine marketing strategies and other needs for specific events and initiatives.

Qualifications:

- Detail-oriented and a strong self-starter, able to follow tasks through to completion
- Must have an excellent design eye
- Familiarity with Adobe Creative Suite or Canva is a plus
- Must have excellent writing and copy-editing skills
- Familiarity with web content management systems or willingness to learn
- Experience with video production and/or photography is a plus

- Proficient and knowledgeable or active on social media (such as Facebook, Twitter, Instagram, Youtube, LinkedIn, etc.)

Opportunities and Benefits:

- Flexible work options - Scheduled work hours are flexible. There will be some in-person meetings and some meetings over Zoom.
- Professional development - Acquire new skills, learn about how an organization and workplace function, gain leadership experience through taking ownership of projects, room to pursue projects of interest within job role and the Office of Sustainability's mission (e.g. encouraging sustainable behavior change or using campus as a living lab)
- Community - Join a team of sustainability-minded students and staff who are passionate about integrating and modeling sustainability in all aspects of campus life
- Networking - Make professional connections with leaders and experts in various fields/industries through collaborative work within the larger division and with partner organizations across campus

To Apply:

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

Please provide a resume and cover letter stating your interest and experience through this [Google Form](https://bit.ly/3MaZtXI): <https://bit.ly/3MaZtXI>.

Hiring decisions for next academic year (2022-2023) will be announced mid- to late May.