

## **Summer Intern Job Description**

Office of Sustainability

Summer 2020

### **Position Description:**

The Tufts Office of Sustainability is seeking a full-time summer intern to assist with day-to-day office activities. The intern will assist with office communications and programming, including creating documents and outreach materials, writing articles and memos, editing and designing the monthly newsletter, managing the office's social media platforms, and performing website and blog maintenance. The intern may help plan and organize the office's participation in several events, including new student orientations. This will include preparing event materials, assisting with event logistics, and tabling at events. In addition, the intern will be expected to research sustainability initiatives that might be undertaken on any of Tufts' four campuses (Boston, Medford, Grafton, SMFA) and to help the Office of Sustainability staff with any projects they are currently working on.

The Office of Sustainability serves as a resource, a catalyst, and an advocate for environmental sustainability at Tufts. For more info: [sustainability.tufts.edu/about/](https://sustainability.tufts.edu/about/)

**Hours & Timeframe:** The summer intern is expected to work 9:00 AM – 5:00 PM Monday through Friday from the end of May through new student orientation (the week of August 31 – September 4). Start date is negotiable.

**Location of internship:** If Tufts is still practicing social distancing with remote work during any portion of this time period, the internship will be remote. Otherwise, it will take place on the Tufts Medford/Somerville campus.

### **Pay:**

\$14/hour.

### **Required Skills & Qualifications:**

- Exceptional organizational skills
- Excellent research, editing, and writing skills
- Reliable, with good time management skills
- Interest in sustainability
- A can-do attitude
- Comfortable talking to and working with faculty and staff from across the university in person, via email and/or by phone
- Ability to source and create content for social media applications
- Experience with any or all of the following programs: Asana, Sprout Social, Mail Chimp, Wordpress, Adobe Creative Cloud (Photoshop, In Design, Illustrator), Microsoft Excel

### **Preferred Skills & Qualifications**

- Knowledge of sustainability efforts at Tufts
- Creating ad campaigns through Facebook Business
- Creative thinker with an interest in storytelling
- Graphic design skills

**Apply!**

Apply on Handshake or email [Shoshana.blank@tufts.edu](mailto:Shoshana.blank@tufts.edu) if you do not have access to Handshake. Please include a resume and cover letter with your application.