

Office of Sustainability Program Intern Fall 2019

Position Description:

The Tufts Office of Sustainability is seeking an undergraduate student to assist with office projects and communications during the fall 2019 semester. The intern will support office programs such as the carbon neutrality planning process, employee Eco-Ambassadors, the Green Office Certification program, assist with and plan office events, manage reimbursements for students, and research and support other sustainability initiatives at the university. Occasionally the intern will be asked to do small chores around the Sustainability Office and empty compost bins.

Hours & Timeframe:

This position is for the fall 2019 semester, with possibility to continue into the spring semester. The intern would be expected to come into the office for training in September and start in September as well. Interns are expected to work approximately 8 hours per week.

Required Skills & Qualifications:

- Excellent writing and research abilities
- Reliable, with good time management skills
- Exceptional organizational skills
- Interest in sustainability
- A can-do attitude
- Good customer service
- Comfortable talking to and working with faculty and staff from across the university in person and via email or phone

Preferred Skills & Qualifications:

- Knowledge of sustainability efforts at Tufts
- Experience organizing events
- Familiarity with social media platforms including Facebook, Twitter, and Instagram
- Experience with any or all of the following programs: Sprout Social, Mail Chimp, Wordpress

Pay Rate: \$12/hour

To Apply:

Submit a cover letter and resume to sustainabilityoffice@tufts.edu