

Green Fund Programs Intern

Job Description

What is the Green Fund?

The Green Fund is a program to provide funding for the implementation of sustainability projects and ideas from and for the Tufts community. Students, faculty, and staff from all of Tufts' campuses are eligible and encouraged to apply. The funds come from the Sustainable Investment Fund's endowment payout, which refreshes every year, making the program accessible to non-payback sustainability enhancements. Each year, the program can fund any number of projects with budgets totaling \$40,000. Currently, the Green Fund has funded 8 projects.

Green Fund Intern Responsibilities:

- Manage the Green Fund webpage and make updates regularly
- Recruit new committee members, oversee member involvement, and prepare materials for committee meetings.
 - o This includes preparing agendas for committee meetings and distributing ahead of time
 - o Sending Outlook invitations to committee members in a timely manner before the meetings
 - o Creating a WebEx session for each meeting and setting it up appropriately the day of the meeting
 - o Reserving a meeting room with a conference phone and projector for the meetings.
- Listen to committee feedback and make appropriate changes throughout the reviewal process
- Facilitate the Green Fund application process. This includes:
 - o Advertising university wide (Grafton, Medford, and Boston)
 - o Identifying the appropriate timeline and reflecting it the promotional materials
 - o Managing all submittal activity
 - o Advertising the funding recipients
- Create materials and spreadsheets that allow committee members to review the projects efficiently and easily.
- Coordinate a university-wide event for finalists to present their project proposals at the end of the reviewal process.
- Assist funding recipients with resources they might need in getting their project started (connecting them with people on campus, etc.)
- Facilitate the creation of signage crediting the Green Fund
- Follow up with winners periodically to get updates on how their project is progressing. Update Tufts community about project progress.

Total Hours:

- About 8 – 11 hours per week.
- About 13 hours per week when there is a deadline
- The week of the final presentation event, however will have significantly more hours.