



Education and Outreach Internship Description

Job Title: Education and Outreach Intern

Compensation: This is an unpaid internship. The Alliance will work with your college or university to ensure you receive appropriate internship credit.

Description of the Alliance for Sustainable Colorado: The Alliance for Sustainable Colorado (The Alliance) is a 501(c)(3) non-profit organization formed in 2004 to advance sustainability through collaboration among nonprofits, business, government and education sectors. The Alliance currently runs programs in three areas: Education & Outreach, Public Policy and the Alliance Center. Please visit our website at <http://www.sustainablecolorado.org> to explore the many projects and activities our programs support.

Impact Statement: The successful applicant will help the Alliance develop its statewide sustainability network, provide event planning support, and assist with outreach and communications.

Summary of the Position: The Education and Outreach Intern will assist our team to develop a unified statewide sustainability network with leaders in government, nonprofit, business, and education. The intern will help plan and execute regional sustainability roundtable meetings throughout Colorado, assist with the regional sustainability council initiative, help with event planning, and keep our website up to date. For more information on our Education & Outreach programs, please visit <http://sustainablecolorado.org/programs/education>

Reports to Whom: Education & Outreach Program Assistant

Preferred Skills and Qualifications:

1. A passion for sustainability or a willingness to learn about sustainability issues in Colorado.
2. Junior or senior standing at an accredited Colorado College or University.
3. Familiarity in Microsoft Office software such as Word, Excel, PowerPoint, and Outlook.
4. Experience with event planning a plus.
5. Excellent organizational, communication (both written and oral) and time management skills; proven ability to manage multiple priorities and deadlines.
6. Ability to work independently and take initiative working without supervision while keeping supervisor informed of status, obstacles, or challenges.
7. Meticulous, with strong attention to detail and accuracy in record keeping and excellent task follow through.
8. Inclination to actively participate in a team environment.
9. Ability to solve problems while maintaining a professional demeanor and attitude.
10. Highest level of integrity and business ethics.
11. Function effectively in a fast-paced and dynamic environment; flexible to changing demands and occasional schedule irregularities during events.

Expected Work Week: 15-40 hours a week, with occasional extra hours required (can include weekends or evenings for events.) Minimum 3-month or semester commitment.

Benefits to the successful applicant:

- Enhance familiarity with sustainability concerns, issues, and activities.
- Expand one's network of sustainability organizations and leaders.
- Friendly, high energy and healthy work environment (including dog-friendly environment).



- Continue development of professional skills.
- Help make a difference with others who are passionate about sustainability.
- Opportunities to travel to different regions of Colorado for regional sustainability roundtable meetings.

Application Instructions: To apply, send cover letter, resume by email to:
zowens@sustainablecolorado.org