INTERNSHIP TITLE: NOLS Sustainability Intern
SUPERVISOR TITLE: NOLS Sustainability Coordinator

DATES OF INTERNSHIP: January-May 2017 (start and end dates are flexible)

INTERNSHIP OBJECTIVE: The NOLS sustainability intern will assist the environmental stewardship & sustainability director and sustainability coordinator with a variety of tasks related to sustainability initiatives at NOLS, community outreach, and public policy.

INTERN QUALIFICATIONS: High school diploma. Current college students and recent graduates preferred, majoring in a related field. Familiarity with NOLS is a plus. Applicants are encouraged, but not required, to have prior experience with sustainability concepts and Microsoft Excel. On the job training will be available as needed.

PROFESSIONAL/EDUCATIONAL OPPORTUNITIES: The sustainability intern will have opportunities to work with other departments and participate in educational activities, including:
• Participate in a course issue day(s).
• Develop content for the blog and social media with guidance from the NOLS marketing and creative departments.
• Coordinate a community event.
• Attend the NOLS Faculty Summit.
• Participate in a NOLS seminar, space allowing.
• College credit may be available.
• Interns should not expect a paid position at the conclusion of the internship.

TIME COMMITMENT: 20 hours/week
STIPEND: A bi-weekly (every two weeks) stipend of $125 is provided to help defray expenses incurred during the internship.

RESPONSIBILITIES: Projects may include the following:
- (40%) Manage carbon data.
- (20%) Work with various NOLS campuses to research sustainability opportunities specific to that location (i.e. alternative fuels, farming, renewable energy, etc.).
- (15%) Organize an Earth Day outreach event.
- (10%) Create engaging outreach material for NOLS sustainability.
- (10%) Participate in broader NOLS activities.
- (5%) Perform administrative tasks as needed.

CRIMINAL BACKGROUND CHECK: A criminal background check is required.

E-VERIFY: NOLS participates in E-Verify.

HOW TO APPLY: Send cover letter and resume to:
NOLS Sustainability Coordinator - Kara Colovich
(307) 335-2318
kara_colovich@nols.edu

CLOSING DATE FOR APPLICATIONS: November 4, 2016