

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2018**

Organization Name: Emory's Office of Sustainability Initiatives

Address: 1599 Clifton Rd. Atlanta, GA 30322

Phone: 404-727-9443

Web site: www.sustainability.emory.edu

Internship Supervisor: Taylor Spicer

Supervisor's contact information including e-mail. tspicer@emory.edu; 404-727-9443

Organization's Mission Statement:

As part of its commitment to positive social change, Emory has identified sustainability as one of its top priorities. The Office of Sustainability Initiatives promotes a healthy, safe and environmentally sustainable campus that enhances individual health, community wellbeing, positive educational experiences and environmental stewardship.

Summary of organization's primary programs and services:

The following are several of the key sustainability initiatives at Emory:

- Green Building and Green Space Protection
- Energy Conservation
- Waste Minimization & Diversion (Waste management & procurement)
- Water Conservation
- Sustainable Food
- Healthy Commute Options
- Social Justice & Economic Equity

- Health & Well-being
- Air & Climate
- Encouraging a connection to the natural world through a program called Emory as Place

Intern's title: General Sustainability Intern

Number of interns requested: 1

Internship project/job description:

Emory's Office of Sustainability Initiatives (OSI) is seeking qualified students to participate in our student internship program. OSI relies heavily on the work of students for research, benchmarking, implementation, and outreach in all areas of sustainability. Based on student interests and OSI's needs, interns work on a variety of projects throughout the semester in the areas of energy, water, waste, transportation, food, green building and other sustainability initiatives. Based on student interests and OSI's needs, interns work on a variety of projects throughout the semester in the areas of waste reduction and diversion; energy and water conservation; carbon offset programs and climate action plans; the Emory Farmers Market and Educational Garden Project; Green Office and Green Labs certification programs; Sustainability Vision implementation; and other sustainability initiatives.

Applicants can expect to support specific OSI programs, as well as to lead research, outreach, writing, and implementation projects. The intern can also expect to support other OSI activities, such as tabling at campus events, zero-landfill-waste events, and educational presentations to campus groups when appropriate.

NOTE: OSI does not have extra office space for students, so work is done remotely with regular meetings with staff to discuss projects.

Qualifications:

- Strong written, verbal and analytical skills
- Strong initiative, task-orientation, and attention to detail

- Interest in and understanding of principles of sustainability and environmental stewardship
- Comfort working independently with regular check-ins on activity and progress
- Talent for relationship building, one-on-one outreach and education, and process follow-through
- Excellent organizational skills
- Willingness to assist with outreach through tabling and through campus events

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here:

Yes, the student must be available to work during regular business hours at some point during the week. Intern schedules can be flexible, but OSI needs a student who can be available to assist with projects, programs and email and phone communication during business hours.

Will the internship require that the student have a car?

No

Is placement site accessible by public transit or other transportation options?

Yes