

Servant Leadership Summer Internship Placement Site Job Description Information Sheet Summer 2023

Organization Name: Emory's Office of Sustainability Initiatives

Address: 1599 Clifton Rd. Atlanta, GA 30322

Phone: 404-274-7423

Web site: www.sustainability.emory.edu

Internship Supervisor: Taylor Spicer

Supervisor's contact information including e-mail. tspicer@emory.edu; 404-274-7423

Organization's Mission Statement:

From the copy room to the operating room, from the classroom to the residence hall, the Emory Office of Sustainability Initiatives (OSI) guides the efforts to meet the challenges of sustainability across all of Emory University, Oxford College and Emory Healthcare. Emory OSI carries out this imperative by helping to restore the global ecosystem, fostering healthy living and reducing the University's impact on the local environment.

Summary of organization's primary programs and services:

The following are several of the key sustainability initiatives OSI fosters at Emory University, Oxford College and Emory Healthcare:

- Academics & Research
- Biodiversity & Landscapes
- Climate Solutions
- Green Buildings
- Energy
- Food & Dining
- Purchasing
- Social Justice
- Transportation

- Waste
- Water
- Wellbeing

The following are some of OSI's major programs with which interns may be assigned to help:

- Climate action planning
- Data collection and analysis for Emory's Sustainability Tracking, Assessment, and Rating Systems (STARS) report
- Educational Gardens Project
- Green Offices
- Green Labs
- Greening Healthcare
- Sustainable Events
- WaterHub docents
- Zero Waste Ambassadors
- Communications and marketing

Intern's title: Sustainability Research Intern; Sustainability Communications Intern; OR Sustainability Programming Intern (Based upon student's interests and skillsets)

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, communications, evaluation, data collection and outreach in all areas of sustainability. Based on student interests and OSI's needs, interns work on a variety of projects throughout the summer semester in the areas of waste reduction and diversion; energy and water conservation; carbon offset programs and climate action plans; the 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, data, writing, and implementation tasks. The intern can

also expect to support other OSI activities, such as virtual events and educational presentations to campus groups when appropriate.

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 virtual 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