



Sustainable Florida seeks an intern to assist with time-sensitive projects in 2016. Sustainable Florida is a not-for-profit organization committed to promoting, connecting and educating stakeholders how to adopt sustainable practices that simultaneously protect and preserve Florida's environment for the future, enhance competitive advantages and build markets for Florida's businesses, and improve the quality of life for our citizens. The intern will have the chance to present the work at a statewide annual conference – Working on the Green.

Intern Scope of Work

Educational Alliance for Sustainable Florida Initiative

The Educational Alliance for Sustainable Florida is an initiative designed to unite and connect public and private colleges and universities. Specifically, sustainability leaders on campus convene regularly to share best practices to enhance their sustainability efforts regarding facilities, administration, finances, curricula, student engagement and more.

The EASF needs to be rebuilt with a thorough statewide inventory of campus activities. The following tasks provide an overview of the type of effort that will be required to renew the EASF mission.

- Develop database of approximately 100 public and private universities in Florida
- Confer with past members of EASF (e.g., Carrie Kashar, formerly at FIU, now Broward County) and others
- Contact each university to determine name and contact information for staff level Sustainability Director, or individual(s) tasked with Sustainability at the school; Student Committee Sustainability President (if applicable); and Student Government President
- Also include contact at Chancellor's Office
- Develop, in concert with Sustainable Florida Committee, the framework for an EASF Workshop (possibly in concert with WOTG)
- Develop invitations for event and Invite Attendees from database and solicit Steering Committee from among interested Attendees
- Communicate with Steering Committee to plan Workshop
- Identify Facilitators for Workshop
- Plan and implement Workshop

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Knowledge, Skills and Abilities

The intern should have the following knowledge, skills and abilities. A writing sample will also be requested.

- Ability to conduct research
- Strong understanding of sustainability and able to articulate it
- Gather, aggregate and analyze data
- Ability to consolidate large amounts of data, identify key themes and
- Summarize at the executive level
- Demonstrated organizational skills
- Proactive and taking work to the next level
- Great communicator
- Someone we can learn from
- Background in sustainability and understanding of their work to date

The project should be completed before the beginning of the fall semester. A stipend may be offered. There is no need to relocate.

Interested individuals should apply with a cover letter, resume and writing sample to SustainableFlorida@gmail.com with INTERNSHIP as the subject line. ***Deadline is Wednesday, May 11, 2016.***

Thanks for helping to ensure a sustainable Florida!