



Green Business Program Internship

Introduction

[Sustainable Sandhills](#) (SS) is a nonprofit organization founded in 2003. With offices in Fayetteville, NC, SS promotes sustainable development practices in the eight county Sandhills region surrounding Fort Bragg. SS was awarded a Student Energy Internship Program (SEIP) grant in July 2010 to create internship opportunities with partners in our region.

The program aims to place Interns in positions where they can learn and practice a set of skills to reduce energy use. Interns will work under the supervision of qualified staff at each Partner organization.

Eligibility

Candidates for this internship must be recent graduates (within the preceding three years) of an accredited institution of higher education in NC or a NC community college under the jurisdiction of the State Board of Community Colleges. "Accreditation," for purposes of this program, means an educational institution that is accredited by one of the six regional accrediting bodies recognized by the federal Department of Education.

Qualifications

An Associate's or Bachelor's degree in business, engineering, planning, environmental management/science, education, communications, or another related field.

Skills

- Strong work ethic and initiative
- Ability to work well in a team environment
- Strong written and verbal communication skills
- Strong math and science skills
- Ability to provide excellent customer service
- Strong priority setting skills
- Embraces experiences as learning opportunities
- Experience with typical Microsoft office software (Excel, Word, PowerPoint)
- Demonstrated ability to build positive working relationships with a diverse customer base
- Familiarity with EPA's [Portfolio Manager](#) is preferred

Responsibilities

The **Sustainable Sandhills Green Business Intern** will be responsible for certifying local businesses in the SS [Green Business Program](#). The Intern will work closely with SS Staff, Board and local Chambers of Commerce to recruit businesses into the program, and be responsible for supporting those businesses in completing the appropriate checklist and verifying all checklist measures have been completed.

A basic building energy assessment for each certified business is part of the certification process, and the Intern will use a template similar to the Waste Reduction Partners or the NC

State Energy Office's Utility Savings Initiative form (supplied by SS) to complete these basic building energy assessments.

The Intern will be responsible for writing a two-page electronic newsletter feature article for each certified business ([sample](#)).

Based on the organization's previous experience with the Green Business Program, the Intern will be expected to certify/recertify 20-25 businesses during the approximately 22 week internship.

For the purposes of this grant-funded internship program, the **energy-related deliverables** for the Intern includes:

- For each business certified in the program, a basic building energy assessment report will be completed.

The approximate 22 week (800 hour) schedule for the internship:

- Week 1: Orientation on the Internship Program and the Sustainable Sandhills (SS) Green Business Program (GBP).
- Weeks 2-22: Recruit and certify businesses in the SS GBP.

Employment Details

- The Intern will be a full-time, hourly, temporary employee of Sustainable Sandhills.
- The term of employment will begin as soon as the position is filled, and will terminate when the Intern has exhausted the 800 hours allotted to this particular internship and host organization, but no later than December 31, 2011.
- Compensation is established at \$12.50/hour.
- The Intern will typically report to work at the Sustainable Sandhills' business office at 215 Williams Street in Fayetteville, NC.
- The Intern's day-to-day supervisor will be Jon Parsons, SS Executive Director.
- The Intern's work schedule will comply with the SS work schedule, which is five 8-hour workdays between 8am-6pm, Monday through Friday.
- There are no paid sick days, holidays or vacation days for this position.
- There is no travel reimbursement for this position.
- There is no health insurance benefit for this position.
- There is a distinct possibility that a **successful internship** could lead to a **permanent full-time job** with Sustainable Sandhills.

Submissions

Submit resume and cover letter electronically to Jon Parsons, SS Executive Director at jonparsons@sustainablesandhills.org.

- Submissions will be accepted until the position is filled.