

CITY OF CHARLESTON
Department of Planning, Preservation and Sustainability
Sustainability Office

2016

VOLUNTEER INTERNSHIPS

August - December

Applications encouraged by July 29



The City of Charleston seeks **one to two dynamic and self-motivated interns** to support **two initiatives** of the Sustainability Office. These include but are not limited to

1. facilitating Communications for the sustainability office and
2. supporting the Green Business Challenge (GBC).

Internships and volunteers will be organized based on experience and interest of interns around the above tasks.

- Work hours are negotiable though a priority is placed on the candidate who can offer at least 5 hours for the Communications internship and approximately 12 hours per week for the GBC internship. Interns interested in both positions will need to commit to a minimum of 15 hours a week in total.
- Much of this time will be in the office to get full internship benefits. Both internships have some opportunity to work remotely. However, the intern is encouraged to plan on spending as much time as possible in the office.

1. Communications

The City of Charleston publishes a Green Connection almost every week. [Click here](#) to request an example of the Green Connection. Go to <http://www.charleston-sc.gov/index.aspx?NID=1027> to sign up to receive the Green Connection. The intern will

- receive ideas for publication as well as research their own and write copy for the Green Connection using the online tool, Constant Contact.
- collect and summarize timely information related directly or indirectly to the work of the Sustainability initiatives via the City web site and Sustainable Charleston Facebook page and other social media.

Position Requirements:

- A good eye for layout and graphics with experience in web design, Facebook and the publishing of newsletters
- Enrollment in or graduate of a program actively studying sustainability or working within the sustainability realm
- Applicants must possess excellent analytical, organizational and writing skills; and be able to work independently as well as collaboratively.

- General understanding of transportation, waste management, environmental, economic, and social issues related to sustainability
- Succinct and captivating writing style
- Portfolio of writing and computer graphic work to share
- Experience or willingness to learn to use the constant contact tool

2. Green Business Challenge+

The Green Business Challenge is a strategy of the City of Charleston's sustainability office and seeks to improve the environmental stewardship of commercial buildings and their occupants. For more information see www.charlestongbc.com. The intern will

- Support participants with encouragement and informational resources via phone and via site visits,
- Conceptualize and execute informational updates and web updates regarding the program
- Review final scorecards for year 5
- Help prepare for good decisionmaking regarding year 6
- Help to plan the celebration of year 5
- Promote ways to celebrate the successes of participants

Time permitting, this intern may also be in a position to support resilience initiatives and sea level rise adaptation and mitigation initiatives.

Position Requirements:

- Possess a general knowledge of sustainable and green business practices especially energy, transportation, water and waste efficiencies.
- Interest in working directly with companies that are striving to reduce the environmental impacts of their business operations.
- Excellent interpersonal, phone, written communication, and public presentation skills
- Enrollment in or graduate of a program actively studying environmental studies, green business, real estate, or architecture
- Strong computer background in the PC environment, with experience in quantitative software programs in excel.
- Strong organizational and statistical analysis skills
- Understanding of the realities of operating a business
- Experience in workshop and training development or event planning
- Ability to work independently as well as collaboratively

Reimbursement

- Valuable exposure to the planning environment
- Strong organizational and statistical analysis skills
- Opportunities to make connections through community events
- Great letters of reference for great work

Timing

The positions are open until filled. Please submit application materials as soon as possible. Interviews will likely begin late July to early August. The goal is to have positions filled by early August and have the internships start in August as practical.

Applications should include each of the following

Please e-mail the following to Williamsc@charleston-sc.gov

- Cover letter
- Resumé that demonstrates your experience and qualifications
- At least two letters of reference emailed to the above
- An example of your work including graphic layout abilities for the Communications intern applicants and
- Your preference for the focus of your internship – GBC or Communications or Both

Thank you for your interest!

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