

Sustainability Office Internship Program- Fall 2011

Big Green Bike Project Interns (BGBP)

These interns will support the development of a solution to Dartmouth's bike problem, which we prefer to think of as Dartmouth's "bike opportunity." Specific tasks will include working with the administration in the implementation of a new bike policy, organizing pop-up bike workshops, collecting and tagging abandoned bikes, and developing a business plan model for the bike project, with the goal of instituting a program in the 2012-2013 academic year. Looking for self-motivators and preferably someone with bike mechanic skills. Up to 2 interns, 5 hours per week. \$10/hr.

Big Green Bus Intern

This intern will support and drive the use of the Big Green Bus to support sustainability on campus during the academic year. Working closely with Bus team members, this intern will develop and implement a plan to use the Bus in events, educational activities and to generate excitement for sustainability on Dartmouth's campus, consistent with mission of the bus and the crew. This internship is limited to those who have been recent members of the Big Green Bus crew and who are able to drive the Bus. 1 intern, 5 hours per week. \$10/hr.

Green Greek Interns

These interns will work to support and expand sustainability within the Greek and affinity systems at Dartmouth. Specific tasks will include organizing House Sustainability meetings amongst the different Greek and Affinity Houses, acting as a liaison between the Greek Houses and the Office of Sustainability/ORL, and developing tangible goals to be implemented systematically across the Greek/Affinity system. Up to 2 interns, 4 hours per week. \$10/hr.

Revolving Green Loan Fund Intern

This intern supports the implementation of the Green Revolving Loan Fund, including coordinating communications between key staff, developing an accounting model for the fund that addresses fund payments to grant recipients, coordinating the application process and overseeing implementation. This intern should have experience with Dartmouth's financial systems, expertise in Excel, an understanding of basic accounting. This intern

should be prepared to work independently and must show exceptional maturity. A recent graduate is preferred.

1 intern, 20-35 hours per week short term. THIS POSITION HAS BEEN FILLED

DDS Sustainable Food Intern

This intern will act as a liaison between the Office of Sustainability and DDS and will be responsible for supporting DDS in their green initiatives.

Responsibilities may include helping in the creation of specific menus, or the invitation of particular chefs in addition to updating the Twitter and Facebook accounts with local food options available at various DDS locations.

1 intern, 5 hours per week. \$10/hr.

Sustainability Strategic Planning Web Intern

This intern will be responsible for assisting in the design and content of the new Sustainability website. Responsibilities include designing videos and updating the website with new content. A background in imovie, alongside skills in InDesign or Adobe Photoshop is preferred.

1 intern, 5-10 hours per week. \$10/hr.

ECO-Reps Program Manager

This intern will be responsible for assisting in the training of all participants in Dartmouth's new ECO-Reps program. As ECO-Reps is designed specifically for incoming freshman, the ECO-Reps Program Manager must be a knowledgeable upperclassmen versed in how sustainability works at Dartmouth. Responsibilities will include planning session activities, organizing retreats and guest speakers and serving as a resource for ECO-Reps participants.

Up to 2 interns, 5 hours per week. \$10/hr.

Sustainable Dartmouth Intern

This year-long, senior management position requires a jack-of-all-trades, helping oversee management of the Sustainability Office. Duties include organizing weekly team meetings, updating the events calendar to submit to the Web Intern, working on a specific project of particular interest to the intern, etc. This intern will also support the Sustainability Strategic Planning Process.

Other duties as assigned. Up to 10 hours per week. THIS POSITION HAS BEEN FILLED