Ecology Action Green Business Liaison
5 Unit Internship
https://ecoact.org/program/california-green-business-program

If you’re passionate about helping others to become more sustainable then we want you to intern for our Green Business Program!

**Position:** Green Business Intern Spring 2019
**Status:** Part-time, unpaid for academic credit
**Reports to:** Senior Program Specialist, Brooke Wright
**Location:** Downtown Santa Cruz Office with occasional travel
**Schedule:** 12 hours per week. Candidates must be available 8am-2pm Wednesdays and Fridays.

Help local businesses become recognized in the California Green Business Program. You will be assigned to up to 5 businesses and become their support point person along their journey to sustainability by helping them achieve specific sustainability measures.

**Responsibilities:**

- Regular phone, email, and occasional in-person visits with your assigned businesses to assess their current practices, collect verification through interviews, photos and documentation, and support their progress toward Green Business certification.
- Online research of environmental products and practices, providing resources and communicating best practices to them
- Communicate consistently and professionally with your business and with your supervisor and team including in person, email and chat.
- Track changes and report on outcomes of your work

**Requirements:**

- Friendly, supportive communication skills
- Comfortable reaching out to businesses via phone, email, and in person.
• Interest in sustainable products & practices
• Must receive academic credit

Desired Qualifications:

• Strong writing skills for email correspondence
• Spanish speaking skills a plus
• Reliable transportation (mileage reimbursement available)
• Comfortable with Google Sheets sharing and record-keeping (no math required; training will be provided)

Professional development benefits of the position:

• Receive training in communication, relationship management and interpersonal skills
• Develop current technical knowledge of environmentally sustainable business operations and implementation strategies
• Become skilled at working collaboratively
• Excellent performers may receive opportunities to design and complete senior projects through this internship
• Excellent performers will be invited to take on leadership responsibilities next quarter
• Meet leaders in the climate change advocacy world
• Receive support and guidance on career exploration and professional development

Work Environment: Ecology Action is a business casual office in downtown Santa Cruz with guest desks and conference rooms, basic amenities and safe parking for bicycles available to interns.

More About Us

Ecology Action is an award-winning non-profit organization that provides innovative solutions to climate and natural resource challenges of cities, governments, and utilities across California. We know that when individuals and businesses make simple changes in their behavior, they drive large scale changes that benefit people and the planet. This translates into reduced carbon emissions, stronger businesses, healthier communities and a sustainable future for all. Together, we help people, businesses and communities act now.

Ecology Action is an Equal Opportunity Employer committed to diversity in its workforce. Candidates for this position must be currently a student. Ecology Action does not offer a company paid relocation program.

Compensation: This is an unpaid internship. Interns must receive academic course credit.

To apply for the internship or to volunteer, please fill out the online application: https://ecoact.org/volunteer#volunteer-form and email Erin Devitt at volunteer@ecoact.org.