

Summer Job

Sustainable Business Council of Los Angeles

Organization/Agency: _____ Sustainable Business Council of Los Angeles (though region is SoCAL)

Supervisor/Sponsor: _____ Molly Lavik _____ Supervisor/Sponsor title: _____ Executive Director _____

Email: _____ molly.lavik@sustainablebc.org _____

Phone: _____ 310 488-4401 _____ Fax: Website: _____ www.SustainableBC.org _____

of interns needed/Hours _____ Needed for quarters: _____ Options (choose one)
worked per intern: _____ _Fall _____ _Winter _____ _Remove your listing by _____
as many as possible/ _____ _Spring X_Summer _____ _Or keep on file for one year

Describe the internship assignment:

The Sustainable Business Council of Los Angeles (SBC) is a non-profit organization, established in 2005. The organization provides professional networking, mentoring, and educational forums to sustainable business professionals in Southern California. The organization's goal is to help members improve their operating efficiencies, profit margins, and staff productivity as they reduce the ecological impact of their products and services.

The Executive Director of the SBC Molly Lavik is very excited about the prospects of an intern from your very fine institution, UC, Santa Cruz, and she will be working extra hard to provide high quality contacts and introductions to the intern to help them build their career network. She has also been in the past an instructor at Pepperdine University and other universities and will make herself available for providing many teachable insights into the world of sustainable business.

- The intern will be responsible for helping promote a SBC special reception and question and answer session that is getting rescheduled into July with a well-known social entrepreneur, Gunnar Lovelace, Founder, Co-CEO-Thrive Market Co-Founder, Chairman, Love Heals. This educational and entrepreneurial with impact talk was originally scheduled for June 7th though it's being moved into the month of July. Details except the new date are listed here:

https://www.sustainablebc.org/events/sbcreception_gunnar_lovelace_qa_livinghome.html

Additional projects include:

- Helping with expand the SBC email database of sustainable business leaders
- Posting announcements to SBC's Facebook like and group pages and LinkedIn Page and tweeting to @SustainableB as well as posting on SBC's Instagram at SustainableBusinessCouncil.
- Assisting with developing a competitive analysis of Sustainable and Social Awards event to determine ideal donation revenue strategies. The SBC produces an annual awards event called the SBC Industry Achievement Awards for which this analysis will be most useful. This spring's award ceremony, the 6th Annual, details can be found at:
https://www.sustainablebc.org/events/sixth_annual_sbc_industry_achievement_awards.html
- Attend with the SBC Executive Director or on the intern's own relevant sustainable business events that take place during the summer for making contacts to help with developing the above projects.
- Assist with administrative assistance as instructed by the executive director.
- Assist with helping the executive director with planning the fall SBC community related events to help support the SBC Industry Achievement Awards.
- Assist with other projects that are similar as they come up during the summer.
- Prerequisites: Outline the skills and background information necessary to participate in this internship.
Good communication skills, Positive mental attitude,
- Enthusiastic disposition, Team player, Familiarity with Microsoft suite of products: MS Word, Excel,
- PowerPoint and Google Sheets

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- Familiarity with Facebook, LinkedIn, Instagram and Twitter, Able to work independently with deadline