Be the Change:
Support Sustainability at CSULB and beyond

Position: Communications and Outreach Intern for Campus Sustainability (unpaid position)

Location: Sustainability Office, Physical Planning and Facilities Management at CSULB

Job Description: The intern will have a unique opportunity to contribute to making CSULB more environmentally, economically, and socially responsible while helping to raise awareness about the exciting sustainability programs, policies, and initiatives that already exist here at the Beach! The intern will work under the supervision and mentorship of the Sustainability Coordinator to perform the following tasks:

- Assist with the creation of outreach and communications materials to promote and highlight sustainability programs, projects, and achievements at CSULB (including website content, press releases, blog articles, videos, social media content, printed promotional materials, presentations, and reports)
- Manage daily social media presence with a focus on building a strong sustainability community at CSULB
- Assist in the coordination of campus sustainability events and activities and help support sustainability efforts of student groups, clubs, and class projects

Minimum Qualifications:

- Undergraduate or Graduate student from any major who has a strong interest in sustainability issues
- Very strong written and verbal communication skills
- Familiarity with social media platforms (i.e. Facebook, Twitter, Instagram, YouTube, etc.)
- Strong computer proficiency and familiarity with other office equipment (i.e. printers, copiers, scanners, fax machines)
- Professional demeanor and positive attitude
- Strong organizational and time management skills
- Proficiency with MS Word, Excel, PowerPoint
- Minimum GPA of 3.0
- Available to work a minimum of 8 – 10 hours per week, preferably over 3 or 4 days per week

Additional Qualifications (preferred but not required):

- Prior experience working with a sustainability related organization or group (including volunteer work)
- Prior involvement in campus clubs, organizations, committees and/or Associated Students, Inc
- Familiarity with graphic design software (such as Adobe InDesign, Illustrator, or Photoshop)
- Familiarity with video editing software (such as iMovie or Final Cut)
- Experience blogging, managing social media outreach, tweeting, etc.
- ES & P and Geography Majors NOTE: to earn 3 units of course credit, you must volunteer for 150 hours total and enroll in ES&P 495 or Geog 492 in fall or spring semesters

To apply, please submit a resume and one-page cover letter to sustainability@csulb.edu. The cover letter should showcase your writing skills, highlight your interest in sustainability, and describe what you hope to gain from the experience. Cover letter should also mention how many hours you can work over the summer and during the school year. The resume should include your current GPA.