**Events & Engagement Internship**

**Semester Hours:** 10-20 hours/week (September-December; January-May)

**Summer Hours:** 15 - 20 hours/week (May-August)

**Pay Range:** MA minimum wage

**Open to:** Undergraduate and graduate students studying at Boston University

**Team:** bu.edu/sustainability/connect/

**Apply:** bu.edu/sustainability/jobs-internships/

**Note:** All internships will be 100% in-person at our offices at 120 Ashford St.

**General Qualifications**

Strong candidates should be passionate about sustainability on campus and possess the ability to work well individually and as part of a collaborative team.

- Strong interest in sustainability, climate change, and environmental justice issues
- Excellent written, and verbal communication skills
- Ability to work independently with minimal supervision
- Excellent time management and organizational skills

**Position Description**

Under the supervision of and in close collaboration with the Engagement Manager, the Events & Engagement Intern will support planning and implementation of events of various sizes, as well as engagement programming.

**Duties**

- Help coordinate, advertise, and execute the events and festivals hosted by BU Sustainability, including the Sustainability Festival and the Earth Day Festival
  - Research new potential vendors and participants for festivals
  - Invite, coordinate, and maintain regular contact with existing vendors and participants, including relevant BU departments such as Parking & Transportation, BU Dining, and Facilities staff
- Communicate and engage with the Environmental Leadership Network, a group of environmental and sustainability-focused clubs at BU. Try new ideas to improve connection.
- Become familiar with the sustainability app, help promote its use, and manage competitions on it
- Tracking engagement and outreach using Microsoft Excel and Google Sheets
- Staff the Sustainability Help Desk for 2-4 hours of your work week
  - Interact with BU community, fielding questions, promoting programs and doing educations work in the George Sherman Union
- Help identify and pursue new avenues for engagement across the BU community, in support of the Climate Action Plan
- Creating graphics and videos for engagement as needed
- Support BU Sustainability projects as needed