

Position Title: Sustainability Strategic Communications & Engagement Intern

Job Summary

Notre Dame [Sustainability](#) seeks a Communications & Engagement Intern to assist with outreach, marketing, and engagement efforts for the office, to further improve campus community knowledge of sustainability work as well as literacy. Work will include, but not be limited to: preparing visual graphics, representing ND Sustainability at events, meeting with sustainability student leaders, and composing written communication materials.

Sustainability interns gain professional experience that prepares individuals for a possible career in this field. All interns are compensated with pay of \$16.50/hour. Interns are not required to work during university holidays, finals week, or when classes are not in session.

This position is active for the summer and fall semesters, and has the opportunity to be renewed for the spring semester. Renewal is contingent upon sustainability priority areas, intern performance, and general office needs.

Position Description:

The Sustainability Communications & Engagement Intern will work closely with Notre Dame Sustainability staff to identify needs, project deliverables, and appropriate timelines. Potential work areas include:

- Assisting the Sustainability staff and partner units in efforts to evaluate communication strategies for the campus community
- Participating in campus engagement opportunities
- Presenting to and meeting with student leadership
- Drafting communication materials such as social media posts, web pages, memos, and reports
- Providing campus sustainability tours
- Other duties as assigned

Essential Qualifications for this Position

- Must be available to work starting in July to prepare for early August events
- Cultural sensitivity skills
- Familiarity with contemporary sustainability operations topics, such as LEED, electric vehicles, resiliency, etc. and willingness to learn more
- Ability to work professionally with staff at all levels of the organization
- Flexibility to respond to emerging topic areas as assigned
- History of stakeholder engagement
- Must be willing to work a minimum of 4 hours prior to kick-off for 2-3 home football games for Gameday Recycling. *This time requirement is not confirmed, and may be adjusted based on any changes made to pre-game recycling processes.*

Sustainability Intern Requirements & Expectations

- A deep interest in the field of sustainability, with a willingness to learn
- Strong interpersonal and communication skills. The success of sustainability professionals depends on positive relationships with stakeholders and decision-makers.
- Professional presentation & report writing experience
- Proficiency in Microsoft applications, particularly Excel, PowerPoint, and Word
- Proficiency in Google Suite applications
- Proficiency in Canva Pro *or* Adobe software applications

- Project management experience or coursework
- Self-motivated
- Keen attention to detail
- Adaptable to shifting priorities
- Ability to work both independently and collaboratively in a team environment
- Availability to work a minimum of eight (8) hours per week. The average intern works around ten (10) hours per week.
- Commitment to Diversity, Equity, and Inclusion (DEI) principles and willingness to implement such principles into sustainability practice

In applying specific knowledge, skills, and talents to individual and team projects, student staff will:

- Help cultivate and spread an ethic and practice of sustainability
- Take a leadership role in sustainability projects on campus
- Serve as a liaison for Notre Dame Sustainability
- Help with office support duties, including notetaking and other duties as assigned
- Attend office-sponsored events (schedule permitting)
- Attend sustainability trainings and other opportunities to develop job-relevant skills (schedule permitting)

Desired Sustainability Intern Qualifications

- Graphic design skills
- Communications and/or marketing academic or professional experience

How to Apply

Positions are open to graduate and undergraduate students from any discipline. Job candidates should submit an application under each position for which you want to apply. To be considered for hire, please send your resume and cover letter to green@nd.edu. A writing sample is required for this position.

About the Office of Sustainability

Notre Dame Sustainability collaborates alongside partners campus-wide to plan for and promote a more sustainable university and community. As internal consultants, we support strategic sustainability planning, offering subject matter expertise to supplement the work of our partners. Our team is committed to preservation and resilience of the environment and resources of our common home, as well as social capacity-building and resilience. DEI principles and climate justice are considered in all facets of our sustainability work. Notre Dame recognizes its responsibility to conserve the natural environment while promoting long-term economic and social justice for all members of society and works to foster a pervasive focus on the connection between environmental stewardship and the Common Good.