Learn and Earn- SustainServ
SustainServ Summer Intern

Company Overview:
SustainServ is a management consulting firm specialized in the development of corporate sustainability strategies, programs and communications. Founded in 2001 by a team of PhD-trained scientists, SustainServ has offices in Zurich, Switzerland and Boston, Massachusetts. Our international team of consultants combines its expertise in metric-driven analysis to provide comprehensive sustainability solutions that drive business growth. Our experience in different cultures helps us to provide our clients with a global view on sustainability issues and to build bridges between partners in different part of the world.

Job Description:
We are seeking to hire a paid, full time summer intern for our office in downtown Boston to support us in a variety of tasks, including background/desktop research to help our sustainability strategy and communication projects for a variety of clients from diverse industries. The intern will perform research and project work in the areas of sustainability strategy, quantitative assessments of environmental data, sustainability reporting and communications, and corporate marketing. The intern will also spearhead a personal project assigned by the SustainServ team that will conclude the internship as a report and presentation.

Responsibilities & Expectations:
▪ Maintain a high-level of professionalism, agency, punctuality, and positive attitude
▪ Complete an overarching research project by the end of the internship period (this project will focus on a corporate sustainability or higher-education sustainability topic that will include quantitative analysis, a writing component, and a presentation)
▪ Support SustainServ consultants in sustainability strategy development, quantitative analysis, reporting, sustainability program implementation, and other sustainability consulting project work
▪ Assist in marketing and sales approaches for consulting services
▪ Assist in the development research reports, white papers, marketing materials, blog articles and other documentation

What You Will Gain:
▪ Experience working in the cutting edge and growing field of corporate sustainability space
▪ Sustainability strategy, environmental data analysis, sustainability reporting, and professional skills
▪ Time management skills (i.e., setting appropriate priorities for multiple tasks under particular deadlines)
▪ Regular interaction and collaboration with SustainServ’s sustainability consultants and opportunity to do an informational interview with 1 to 3 of the consultants to learn more about their careers and sustainability opportunities
▪ One on one mentoring with your supervisor
▪ The opportunity to dive into a particular sustainability topic by leading a research project to its completion
▪ The opportunity to practice public speaking/presentation skills in a corporate setting when you present your final project at the end of your internship
▪ A constructive performance review at the end of the internship

Anticipated Start and End Dates:  July 1, 2020 - September 1, 2020
Job Address:  31 State Street, 10th Floor Boston, MA 02109
Is Location MBTA Accessible?  Yes: Orange Line
Hours Per Week:  40 hours/week
Pay Rate and Travel Stipend:  $18/hour + One-Time $240 Travel Stipend
Internship Class:  INT-299 internship class will be taken during summer 2020
What We Expect You to Have:
▪ A demonstrated interest in, passion for and knowledge of the subject of sustainability
▪ An unwavering commitment to quality
▪ Strong interest and capability for writing in English
▪ Willingness and ability to multitask, and identify where extra efforts are needed
▪ A fun, smart, highly creative yet detail-oriented personality

Qualifications:
▪ Enrolled in BHCC degree or certification program.

To Apply:
Go to GradLeaders and apply today!  https://bhcc.edu/gradleaders

Questions?
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