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| Organization Name: | Park Foundation |
| Web Address: | www.parkfoundation.org |
| Project 1: <i>Greening Operations Assistant</i> | |
| Project Description: The Park Foundation seeks an intern to support the development of an office sustainability plan. We are embarking on a process to “green” our operations, through various organizational policies, purchasing decisions, and employee practices. Some expected outcomes may include but are not limited to: waste reduction and improved recycling and reuse; energy efficiency upgrades to building systems, green purchasing policies for office supplies, furniture, and equipment; water conservation techniques; employee education; sustainable office certification; and more. | |
| Sustainability Intern’s Role: Research, compile, and report on best practices for greening office operations; identify office sustainability certification programs and rating systems; conduct baseline analyses of current conditions; assist staff and board in setting goals to improve sustainability practices; draft preliminary recommendations in accordance with goals set forth by the Foundation; coordinate with relevant community agencies or partners (e.g. Tompkins County Solid Waste Division ReBusiness Program). | |
| Skills or Education Required: Strong research, written and verbal communication skills, and demonstrated interest and experience in sustainability. | |
| Total Project Hours or Weekly Time Commitment: 8-10 hours/week | |
| Internship Duration (check all that apply): Spring Semester X Fall Semester X Summer X | |
| Intern Workspace: Organization has office space to host an intern, who will work with staff supervision. | |
| Funding: This is a paid work-study internship, \$12/hour paid by Park Foundation | |