Position Information
Below you will find detailed information for this job. Click the link for Organization Name to view more information about the employer.

If Submit Resume is available above, click it to submit your resume directly to this employer. If it is not, please read the Application Instructions below for details on how to send your resume to the employer.

Number of Openings:
2

Hours per Week:
15-20

Paid Position?:
Yes

Wage/Salary:
$10 hourly

Job Description:
Background:
A student internship agreement exists between the City of Grand Rapids and Grand Valley State University. The Office of Energy and Sustainability at the City of Grand Rapids is seeking an associate to assist with various duties and tasks.

The candidate will become a member of the GVSU student team currently in place at the City of Grand Rapids. He or she will be required to provide the following responsibilities. The list is not all inclusive.

Essential Job Functions:
• Working with the supervisor to prioritize work as necessary related to projects as assigned by the supervisor
• Discussing and agreeing on project requirements with the supervisor and agreeing to the terms of reference for research
• Creating promotional documents for the office, including progress reports, brochures, website updates, newsletters, etc.
• Drafting memorandums, emails, and other documents
• Ensuring that the City Sustainability Plan and Progress Reports are updated
• Providing support for and performing analyses for the Sustainability Plan, Transformation Investment Plan, Resiliency, and Climate related strategies
• Helping to prepare PowerPoint presentations for the Office of Energy and Sustainability
• Assisting with and presenting information to large groups, such as City Commission and the Executive management staff
• Researching best practices for potential strategies and plans related to energy management, sustainability, community resiliency, and other projects as required
• Arranging meetings (inviting the individuals, preparing documents, etc.)
• Attending webinars and conference calls
• Maintaining and updating City's websites www.sustainablegr.org and www.grpartners.org
• Developing content for Community Sustainability Partnership (CSP) quarterly newsletter and distributing to the CSP membership
• Updating and maintaining a master list of CSP endorsing partners
• Creating scripts, and editing of the sustainability related videos and marketing material

Duration: Throughout the academic year. Work will continue through the summer terms, if the candidate is available.

If you decide to pursue this opportunity as a credit-bearing internship, you will need to get approval from your academic department prior to the start of the academic semester in which you wish to register for the internship.

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Qualifications:
Skills/Qualifications Required:
• Basic understanding of guiding principles of sustainability
• Strong communication, writing, research, and presentation skills
• Data analysis and synthesis
• Media literacy
• Word processing/Microsoft programs (Office, Excel, Word, PowerPoint)
• Website maintenance, internet, and social media skills (Facebook and Twitter)
Critical and holistic systems thinking
Meeting project milestones and deadlines
Research and project management skills
Working well independently
Web writing, marketing, web management and SharePoint experience

How to Apply:
Send resume and cover letter to:
Sharon Munski at munskis@gvsu.edu and copy
Dr. Haris Alibašić at halibasi@gcity.us

Online Application Address:

Posting Information

Job City:
Grand Rapids

Job State:
MI

Job Category (select all that apply):
Administrative/Support Services, Database Management, Information Management, Miscellaneous, Research

Position Type:
Internship

Applicant Type: 🗓️
Student

Minimum GPA:

Job Location:
Off-Campus Employer

Willing to consider sponsorship of selected candidates for H-1B Visa?:

Classification:

Majors:

Post Date: 8/7/2014
Expiration Date: 8/15/2014

Document Categories

Document Categories Allow Selection
Cover Letters
Resumes

Document Categories Require Selection
Cover Letters
Resumes