Sustainable Events & Purchasing Intern

Wages: Volunteer, with opportunity to gain course credit

Hours Per Week: 20

Expected Dates of Employment: May 20, 2019 – August 23, 2019, with possibility for extension

NATURE OF WORK

Provide support to the Director of Sustainability and Sustainability Project Managers across two initiatives: the development of a sustainable purchase policy for the City of Orlando, City venues, and City-affiliated events. Assist in developing a "Green Events Guide" to assist with lowering the environmental footprint of City and City-affiliated events. Time will be split between working on these two endeavors.

1. Work with the Director of Sustainability and Chief Procurement Officer to develop a Sustainable Purchase Policy for the City of Orlando. This would include researching policies in other municipalities, engaging with City departments to determine purchasing trends for products and services, developing standards for environmentally-friendly purchasing, identifying alternative products and services that meet defined standards, developing cost/benefit analysis for traditional versus alternative products, crafting policy language to be reviewed by City senior staff, and other duties as assigned.

2. Work with the Director of Sustainability and Sustainability Project Managers to develop a "Green Events Guide" for the City of Orlando, research existing "Green Events Guides" for other cities and businesses, developing a check-list of recommended actions for hosting events within City of Orlando, and work with Communications Department to develop content, webpage, and visual graphics for Green Events Guide.

Potential skills to be gained from this position include the following:
- Increased knowledge and understanding regarding sustainable purchasing and events
- Exposure to national best practices regarding sustainable policies and programs
- Opportunity to work as part of a team of sustainability professionals in local government

MINIMUM REQUIREMENTS:

Undergraduate degree (or in pursuit, with at least 60 semester hours completed), in Communications, Marketing, Education, Environmental Science, Public Admin., Sustainability, or a related field. Proficiency of basic computer and web applications (e.g., Microsoft Office, Outlook, etc) required. A strong candidate is a self-starter capable of working independently, with excellent attention to detail, and good time management skills.

Valid Florida driver’s license is required and a background check will be conducted prior to hire.