



Green Projects Internship

Effective 10/17/2022 - 3/24/2023

10 hours a week during the holidays; 5 hours a week during the school year for 5 months

Internship Description

Green Projects intern shall serve as the support for all projects aligned with environmental sustainability and climate change. In particular, he/she shall serve as the SGAP Leaders' support with the **Green Team of the Downtown Silver Spring Rotary**. Duties of the intern will include participating in related virtual meetings, communication and dissemination of information to key stakeholders, development of short two-page impact reports as it relates to environmental sustainability and climate change.

He/she will assist with the establishment of butterfly gardens at select middle schools in Montgomery County. Tree planting and assisting with neighborhood clean-ups may also be additional Green Projects. He/she will support the **Sustainability Challenge workshop** scheduled on January 20, 2023 at Catholic University. Lastly, the intern will participate in and report on the Global Education Motivators' **Student Conference on the Paris Agreement** in March 2023, respectively. The Green Projects Intern shall liaise with the Green Team, Downtown Silver Spring Rotary (DSS Rotary), capture and disseminate all communication between SGAP Leaders and the Green Team (DSS Rotary), when needed. From time to time, he/she shall write social media posts and articles for our e-newsletter regarding our Green Projects.

Also, he/she is responsible for scheduling green project dates/times with the middle schools, high schools, Universities, and SGAP Leaders' current and prospective volunteers. In coordination with the Volunteer coordinator, he/she is responsible for the registration of participants, logistics and management of the green project the day-of, and the capture of survey and video testimonies of volunteers.

Weekly Tasks

- Assists in the planning and coordination of green projects and initiatives in coordination with ongoing SGAP Leaders' tours and workshops. Post green projects with detailed registration information on internal/external calendars. With the assistance of the Communication Coordinator, he/she will co-promote green projects among our partner schools, Universities and corporations..
- Collaborates with the SGAP Leaders' volunteers and the Executive Director (as well as with other contractors) during bi-monthly conference calls. Calls are held virtually every other Sunday at 1:00 PM EST..

Monthly Tasks

- Represents SGAP Leaders (virtual or in-person) at select events. Capture copious notes and make partnership recommendations to the Leadership Team.
- Assist with successful implementation of green projects efforts and initiatives, which may include some evenings and Saturday work.
- Performs other related duties as assigned by the Executive Director.

Knowledge Skills and Abilities

- Strong interpersonal, public speaking, written, presentation and digital communication skills.
- Highly organized, analytical, and IT-competent (proficient in Microsoft Word, Excel, Outlook, Powerpoint, GoogleSuite, and tracking databases).
- Ability to create, develop, and edit print/publication/marketing materials in support of programs/services using CANVA.
- Ability to work with limited supervision, perform several tasks concurrently
- Strong time management, and organizational skills.
- Ability to connect with others and forge strong relationships.
- Ability to maintain confidential information.
- Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines. Must be able to work in a fluid, dynamic and innovative environment where priorities, tasks, and deadlines may change with short notice.
- Ability to work flexible hours including some evenings and some Saturdays (flexible during the school year)
- Ability to work effectively with individuals from diverse communities and cultures.

Required Work Experience

- One year experience in successful community based/non-profit, or outreach programs, or volunteer services.
- Prior experience working in a team environment.

Work Hours

10 during the holidays. 5 hours a week during the school year

SSL: 100 community service hours

Signature _____ date _____

Parent Signature _____ date _____

Signature _____ date _____