Community Engagement Alumni/SCC Intern for August 2020 to May 2021

Penn State’s Sustainability Institute is looking to hire a Penn State student intern who will work from August 2020 to May 2021, assisting with the development of new programming engaging sustainability-interested Penn State alumni. Specifically, the intern will assist with:

- Planning and implementing meet-and-greet events for alumni in Philadelphia, Pittsburgh, State College, and other locations;
- Planning and implementing informational webinars for alumni interested in staying current on developments in sustainability;
- Developing linkages and mentorships between alumni working in sustainability and Penn State students and student groups;
- Supporting the operation and promotion of the fall and spring semester Sustainability Expos; and
- Helping develop narratives and promotional materials to highlight the Sustainable Communities Collaborative.

Duties may include, but are not limited to: helping organize the logistics of sustainability alumni meet-and-greet events; developing logistics and invitations for alumni webinars; supporting the logistics and promotions for the Sustainability Expos; supporting SI’s engagement of alumni through the alumni magazine and other campus communication outlets; developing narrative case studies of successful Sustainable Communities Collaborative projects for publication; and maintaining a database of sustainability-related alumni; and helping develop alumni-student mentoring opportunities.

The successful candidate will be:

- A team player, with a GPA above 3.0, and superb written, interpersonal and oral communication and relational skills.
- A quick learner, who is able to manage and organize multiple sources of information, to meet deadlines and to enjoy a variably-paced work environment.
- Detail-oriented, with an understanding of what the university, alumni, communities and students mutually want to get out of engagement with each other.
- Proactive and able to work independently, ready to take initiative and anticipate and adapt to potential developments as they arise.
- Interested in sustainability and in fostering welcoming and engaging connections around sustainability with Penn State alumni and with neighboring communities.
- Publication writing and graphic design and/or event management experience a plus.

This paid internship will be for up to 15 hours weekly during the academic year. Our offices are in the Land and Water Research Building near the outdoor track, although some of the work will be able to be done remotely. May require some evening and weekend work on occasion. Please apply online (job ######) and submit a cover letter, résumé, two samples of writing or graphic design for a non-academic audience and the names and contact information for two references. Questions should be directed to Peter Boger at peter.boger@psu.edu