



Campus and Community Engagement Intern

In conjunction with Iowa State University's Live Green Initiative, the Director of Sustainability is hiring two intern positions focused on increasing campus and community opportunities and involvement in sustainability and living green. Interns work as a team in completing the position responsibilities listed below.

Position Description:

This is a paid internship at \$12.00/hour. These positions report directly to the Director of Sustainability. The internship requires a commitment of 15-20 hours/week (schedule negotiable according to availability). Internship length is ~30 weeks, starting August/September, ending May (specific dates negotiable).

Position Responsibilities:

- Complete event publicity, planning, and implementation for campus sustainability and Live Green! events including [Sustainapalooza](#), [Campus Sustainability Month Celebration](#) and [Earth Day](#);
- Oversee event social marketing through Facebook, Twitter, Instagram, WordPress, etc. – in coordination with the Social Media Engagement Intern;
- Serve as a Live Green! liaison for student engagement;
- Meet with various student, campus, and community organizations to increase awareness and identify involvement opportunities related to sustainability and living green; and
- Collaborate on marketing and educational materials design, development, and dissemination (press releases, flyers, brochures, etc. - in coordination with the Marketing and Communications Interns).

Position Qualifications:

- Must be a currently registered ISU undergraduate student.
- Must have experience working with volunteers.
- Must have experience with event planning and management, preferably including Iowa State University affiliated events.
- Must be a team player and be flexible in terms of offering assistance to other projects and interns when necessary.
- Experience tabling and/or staffing displays and booths is recommended.
- Experience with social media campaigns, related to event marketing and recruitment, is beneficial.

To Apply: Email a cover letter, resume, two writing samples, and three references to:

Gina Holtzbauer
gtholtz@iastate.edu

Application Deadline – July 31, 2024 at 5pm

Direct questions to: Merry Rankin, Director of Sustainability, 515-294-5052, mrarkin@iastate.edu