CA Higher Education Sustainability Conference

Internship Opening: Conference Coordinator Internship(s)

CA Higher Education Sustainability Conference

Supervising Agency: CSULB Physical Planning and Facilities Management

Hours: min.: 8hrs/wk; max.: 20hrs/wk (dependent on availability of applicant)

California State University, Long Beach is hosting the 10th Annual CA Higher Education Sustainability Conference and is looking for motivated students to lead the organizing of the event. This year we are expecting approximately 1,000 attendees representing California Community, State, and Private Colleges and Universities and the University of California. The conference is committed to modeling the changes which are discussed at the event. Conference topics include best practices in the area of energy, food systems, green building (new construction and operations maintenance and renovations), building and operating green healthcare facilities, institutionalizing sustainability and climate action planning, procurement and business services, research and curriculum, social equity, student affairs, transportation, waste reduction and recycling, and water.

Benefits of becoming a conference intern:

Network with professionals in green building and sustainability;
Gain professional experience in fundraising, event coordination, marketing, and writing;
Learn how to assess and reduce the environmental impact of an event;
Receive weekly mentoring by a sustainability professional;
Attend regular trainings on sustainability and event management; and
Collaborate with professionals and student activists throughout the state.
Tasks would include:

*Please note that applicants are not expected to know how to perform the below tasks before applying. We are excited to offer students training in these areas.

Fundraising

Recruit companies to exhibit at the event and/or to sponsor;
Support students attending the event to fundraise on their campuses;

Event coordination

Act as the main point person with conference speakers;
Staff committees (facilitation, scheduling, taking meeting minutes, managing the committee timeline and ensuring the committee stays on task);

Collect and organize presentation materials;
Collaborate with students around the state to develop a full day student focused networking and skill sharing event (post-conference student convergence);
Coordinate volunteers;
Develop a waste management plan for the conference;
Promote carpooling and the use of alternative transportation; and
Research best practices that other events are using to be more sustainable.

Marketing

Develop targeted outreach lists of key stakeholders throughout the state;
Build coalitions with key organizations and campuses;
Create and maintain social media sites related to the conference (blog, twitter, facebook, myspace, flikkr, etc.)

Writing

Student interns will have the opportunity to have their work reviewed and edited through peer review and staff mentors and will become a reviewer themselves.

Draft content for conference website, invitation letters, fundraising requests, and scripts for phone pitches;
Edit conference program; and
Document successes and lessons learned for future event organizers to learn from.
Requirements:

Minimum

Good communication skills and a professional demeanor;
Creativity in approaching new tasks that are unfamiliar to the candidate;
Strong writing and editing skills;
Ability to work independently as well as in groups;
Dedicated to the ideals of Sustainability; and
Experience with detail oriented work.

Preferred

Experience with marketing through social media
Experience with fundraising
Knowledge of Sustainability

To apply, please submit your resume and a cover letter to the Conference Event Manager, Katie Maynard at kmaynard@geog.ucsb.edu. Please submit early as we will be reviewing and selecting interns on a rolling basis. Questions may also be directed to Ms. Maynard. The last day to submit a resume and cover letter will be January 28th, 2011. The internships will run from February 2011 through July 2011. There is the potential that some of the interns may be kept on through August dependent on the student’s availability. All candidates must be available July 8th-14th, 2011 in order to qualify. Please note that we are offering academic credit internships and volunteer opportunities. Your eligibility for an academic credit internship may depend on the requirements of your home department. At this time, we are not offering paid positions.
For more information on our event, please visit our past conference websites:

2010: http://2010higheredsustainabilityconference.org/

2009 and prior years: http://sustainability.ucsb.edu/conference/past-conferences.php

For more information on statewide sustainability initiatives, please visit:

California State University: http://www.calstate.edu/cpdc/sustainability/

University of California: http://www.universityofcalifornia.edu/sustainability/

California Community Colleges: http://tinyurl.com/2vpjo7f

UC/CSU/IOU Energy Efficiency Partnership: http://www.uccsuiouee.org/

CCC/IOU Energy Efficiency Partnership: http://cccutiltypartnership.com/

Save the Date!

CA Higher Education Sustainability Conference

July 10th-13th, 2011 at CSU Long Beach

June 18th-21st, 2012 at UC Davis

http://2010higheredsustainabilityconference.org/