

Environmental Studies Internship Opportunity Form

Organization: Colorado Green Building Guild (CGBG)

Address: 1720 15th St, Boulder, CO 80302

Contact person: Henry Mueller

Email: hmdmail@comcast.net **Phone:** 303-929-5547

Number of interns requested for: Summer (3 to 4), Fall (3 to 4), Spring (3 to 4)

Nature of project(s) and skills required:

The Colorado Green Building Guild is a non-profit trade organization representing a wide range of green building leaders. CGBG strives to ensure the widespread adoption of sustainable practices to increase the efficient use of resources, create healthier buildings, and support vibrant, sustainable communities. The guild also implements green building education to transform the market place to make green building a common practice.

A CGBG internship is a stepping stone to a career that makes a difference introducing you to sustainability professionals, architects, contractors, engineers, and green product suppliers who are doing the right thing towards creating a sustainable future.

Currently CGBG is looking for interns or/independent study students in the following positions. These are unpaid internships for credit only.

Database Research & Development Intern:

Skills: Excellent organizational skills and proficient in MS Word, Excel, Google Docs.

Tasks:

- Research & enter building sustainability data
- Develop interactive tools to input/output building data
- Assist in the research and development of database information systems

Green Building-Sustainability Research Intern:

Tasks:

Skills: Excellent research skills and proficient in MS Word, Excel, Google Docs.

- Research & enter building sustainability information into database system
- Make inquiries from guild members and building owners regarding sustainability initiatives in building projects
- Research and write blogs regarding green building best practices

Green Building Awards Program Intern:

Tasks:

Skills: Excellent research & people skills, as well as, proficiency in MS Word, Excel, & Google Docs.

- Assist in the creation and organization of a state wide or regional building recognition program
- Enter building sustainability application information into database system
- Make inquiries from guild members and building owners regarding award winning building projects
- Research outstanding green/sustainable buildings in various regions of Colorado
- Assist with press releases and other media outlet information

Green Building - Social Media Intern:

Skills: Excellent writing skills and proficient with all aspects of social media (knowledge of hootsuite a plus).

Tasks:

- Post articles and interesting environmental facts on Instagram, Facebook, Twitter and Linked-In.
- Write blogs regarding green building services and recommendations.
- Assist in maintaining website content and metrics.
- Assist in maintaining social media sites and metrics.

Administrative Assistant Intern:

Skills: Excellent research & people skills, as well as, proficiency in MS Word, & website experience a plus.

Tasks:

- Assist the CGBG Executive Director and Staff with day to day tasks
- Assist in maintaining website content and metrics.
- Assist with the coordination of other interns
- Perform miscellaneous tasks and assignments

Dale Miller, ENVS Internship Faculty Sponsor
Environmental Studies Program
Arts & Sciences Building 1, Room M179, 397 UCB
Boulder, CO 80309-0397

Phone: (303) 492-6629
Fax (303) 492-5207
gogreen@colorado.edu
<http://envs.colorado.edu>