

Little Rock

Marketing/LEED Internship Description

Primary Responsibilities:

- A variety of marketing tasks including but not limited to: website maintenance, newsletter (Constant Contact), Social Media (Facebook/Twitter/LinkedIn/etc.), press releases, print promotional materials, corporate gifts, events, project specific marketing, service marketing, organization, and document and presentation branding standardization.
- Assisting with the research and documentation of LEED, commissioning, energy efficiency, and sustainability consulting projects (i.e. update printed standards, fill out LEED online templates, research products, etc.)
- Develop/implement organizational solutions
- Errand running
- Data entry
- Light office cleaning and recycling
- Assist with general office work
- Research, design, and implement an independent project

Desired Professional Attributes:

- Good computer skills
- Proficiency in all Microsoft Office software: Excel/databases, Word, Publisher, PowerPoint, etc.
- Good communication skills
- Knowledge of and interest in current sustainability issues

Preferred, But Not Required Professional Attributes:

- Experience in marketing tasks
- Knowledge of general marketing and sustainability principles, practices, and technologies
- Knowledge of U.S. Green Building Council LEED® Rating System and other green building practices
- Experience in architecture, engineering, construction or other building related fields.
- Interest in a future career in a related marketing and/or green building field

Desired Personal Attributes:

- Good interpersonal skills
- Ability to work as part of a team
- Positive attitude
- Good work ethic
- Well organized

- Self-Motivated
- Strong ability to materialize ideas
- Multi-Tasker
- Attention to Detail
- Personally working to limit carbon footprint

Education Qualifications:

- Bachelor's degree or equivalent preferred in related subject matter
- Preferred that current student applicants are working towards a degree in one of the following fields: engineering, architecture, business, environmental studies, marketing or interior design.

Position Details:

- This is a paid position
- Must have reliable transportation
- Possibility of college credit for internship if available at current institution
- Future employment possibility dependent on fulfillment of internship
- In an effort to reduce our own carbon footprint, we strive to utilize the talent of those who are from and/or plan to live in the metro area consistent with the internship location.
- One week trial for both parties

Length:

- One semester minimum
- Hours are flexible, minimum of 30 hours a week preferred

Closing Dates:

- To be filled as soon as possible

To Apply:

Please send resume and letter of interest, electronic submission preferred, to the main Viridian office:

VIRIDIAN
100 Gamble Road
Little Rock, AR 72211
501.227.0648
jobs@ViridianUSA.com
www.ViridianUSA.com

About VIRIDIAN

Viridian's mission is to provide our clients with sustainable solutions for their facilities. Our solutions reflect the optimal balance of social, financial, and environmental stewardship. This balanced approach creates a healthier and more productive work environment, a responsible return on investments, and most critically, a positive environmental legacy. Offerings include: LEED Consulting, Commissioning, Energy Services, Building Testing, Property Condition Assessments, and Residential Services. More info is available at www.ViridianUSA.com.