Summer 2023 - Student Green Business Internship

The San Diego Green Building Council (SDGBC) is a 501c3 nonprofit with a mission to inspire, educate and collaborate within our community to transform our built environment toward true sustainability.

Internship Logistics

Format: Part-time (150 hours) | Location: Remote/Virtual | Timeline: May/June 2023 - August 2023

Detailed Program Description - This is a **student internship** eligible for course credit approved by the academic institution

OUTREACH PROGRAM DEVELOPMENT (+/- 10 hours per week for first 6 weeks)
- Develop operational guidelines for engagement between SDGBC and CBOs & BIPOC businesses located in Disadvantaged Communities (DACs) to create interest in participating in the California Green Business Network (CAGBN)'s green business certification program.
- Research CBO's, Business Associations, Business Improvement Districts and BIPOC business listings in DACs, compiling contact information and other information.
- Connect with SDGBC staff, Board and other CAGBN partners for collaboration opportunities.

COMMUNICATIONS (+/- 10 hours per week for last 6 weeks)
- Conduct outreach to identified CBOs and businesses to support them collaborating/joining the SDRGBN and participating in the CAGBN certification program.

ADMINISTRATIVE (+/- 2.5 hours per week)
- Weekly meetings with SDGBC staff to review progress.
- University required administrative tasks and coordination with university internship program.

Skills and requirements:
- Strong written communication skills.
- Research and business development skills.
- Data organization skills: experience in G-Sheets, excel, or other organizing tools.
- Interpersonal skills, works well and communicates with respect towards others.
- Enrolled in college/university pursuing a degree related to business, marketing, or sustainability.

Note: *The San Diego Green Building Council does not guarantee full-time, permanent employment upon completion of this internship.*