

Research Assistant Intern Description

Job Title: Research Assistant Intern

Organization: Sustainable Works

Starting date: Immediately

Time commitment: 10-15 hrs per week

Compensation: This is an unpaid internship

Company Overview

Sustainable Works is a non-profit environmental education organization and is a project of Community Partners. We exist to ensure that the concepts of sustainability and the actions associated with living a sustainable lifestyle are integrated into the daily activities of individuals, students and businesses. We do this by providing educational experiences, serving as a liaison between governments, institutions, businesses and individuals and fostering community development. Through education, we activate sustainable practices and behaviors to foster a safe, healthy and equitable world.

General Description

Sustainable Works is looking for a self-motivated individual who will be responsible for researching scholarly literature, articles, books, videos, podcasts, and documentaries. He or she will also be responsible for compiling a list of organizations, agencies, and websites relevant to Sustainable Works. This is an excellent opportunity to gain experience working with a professional staff in an enthusiastic, community-based Non-profit Environmental Organization.

Qualifications

- Strong research and analytical skills
- Experience in internet research
- Excellent command of English grammar and spelling
- Strong background in sustainability
- Proficient in basic computer skills: MS Office

Skills

- Strong communication and organizational skills
- Ability to work proactively and supportively within a team as well as independently
- Self starter, able to think creatively to solve problems

To apply, send cover letter and resume to gina.garcia@sustainableworks.org. No calls please.