

**Colgate Paid Position:  
Sustainability Office Communications Internship, 2013-14**

**JOB DESCRIPTION**

This is an exciting opportunity for two Colgate students to get valuable hands-on experience communicating Colgate's sustainability efforts through short videos and various forms of social media (e.g., Twitter, Facebook, Google+, and others). The communications interns are expected to work in close collaboration with Colgate's team of Green Raiders, a peer-to-peer education program designed to foster sustainable behavior on campus.

Qualified interns will work up to six hours per week, during both fall (2013) and spring (2014) semesters. **Official start date is August 23, 2013.** Orientation is mandatory and will occur the week before classes start. Weekly work schedule is flexible, however, we will have mandatory team meetings once every two weeks.

**INTERNSHIP OVERVIEW**

The Sustainability Communications Interns will:

- Participate as part of the Green Raider team with the other sustainability interns and help with event coordination and promotion.
- Attend bi-monthly meetings with the Green Raider/Sustainability team.
- Produce a minimum of three short 3-5 minute videos each semester highlighting Colgate's key sustainability initiatives.
- Promote Colgate's sustainability achievements and ongoing initiatives through blogging, articles, and social media.
- Help maintain/update Colgate's Sustainability website.
- Work with the Print Shop to create advertisements for events.

**QUALIFICATIONS AND EXPERIENCE**

It is essential that the Sustainability Communications Interns:

- Be capable of learning how to produce high quality videos by setting up interviews, editing content, and publishing results. No prior experience is necessary.
- Be passionate about sustainability on campus and beyond.
- Possess strong organizational and communication skills.
- Be detail-oriented and possess the ability to achieve results in designated time frames.
- Be comfortable maintaining the Colgate Sustainability Office's online presence through social media.

Preference will be given to applicants who:

- Have experience with social media.
- Have video production experience or the ability to learn how to use editing software.
- Are capable of working up to six hours per week throughout the academic year.
- Have demonstrated a commitment to sustainability and are interested in communicating sustainability to the campus community and beyond.

### **APPLICATION REQUIREMENTS**

- Résumé or C.V.
- One-page cover letter explaining why you are interested in this position and why you believe you will be a valuable addition to our team.
- Submit your application directly to John Pumilio ([jpumilio@colgate.edu](mailto:jpumilio@colgate.edu)) no later than **5:00pm on Thursday, August 1, 2013**. Successful applicants are expected to begin work on August 23, 2013.
- Contact John Pumilio (phone 315.228.6487; email [jpumilio@colgate.edu](mailto:jpumilio@colgate.edu)) for additional information or follow-up questions.