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) 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) for additional information or follow-up questions.