**Community intern with USGBC Indiana**

The U.S. Green Building Council (USGBC) is a 501(c)3 nonprofit organization committed to a prosperous and sustainable future through cost-efficient and energy-saving green buildings. USGBC’s mission is “to transform the way buildings and communities are designed, built and operated, enabling an environmentally and socially responsible, healthy, and prosperous environment that improves the quality of life.”

USGBC builds on this vision through the development and improvement of the LEED rating system, the LEED professional credentials, robust educational offerings, an international network of local community leaders and USGBC member organizations, the annual Greenbuild International Conference & Expo, the Center for Green Schools and other USGBC initiatives, as well as through advocacy and outreach that encourages and enables green buildings and communities.

In Indiana, a passionate group of volunteers, staff, and USGBC members are working every day to advance our shared mission of green buildings for all within this generation. We invite you to join us as we green Indiana together.

**Job description**

The community intern for USGBC Indiana will be responsible for evaluating current efforts for attracting and retaining members, as well as helping to create a master plan for volunteer engagement and promoting USGBCs mission throughout the state. This may involve creating surveys, attending networking events, interviewing volunteers, performing online research for best practices, and reaching out to other organizations in Indiana or USGBC groups in other states. The intern will also perform company research to better understand our customers and major players in our markets. They’ll also conduct LEED Project research to help organizations create project profiles.  This internship will also focus on getting a better understanding of the K-12 education market by researching the current state of sustainability efforts throughout schools in Indiana. They’ll also help support our education schedule for the year by learning the process of submitting courses for continuing education approval.  Research will also be conducted to understand the green building opportunities for local advocacy engagement. The intern will be exposed to professionals working in the sustainability field and will have the opportunity to learn a vast amount about sustainability through online education.  This includes LEED Green Associate training.

The ideal candidate will be adept at researching industry information and communicating effectively with diverse groups and have a passion for creating a sustainable future for Indiana. The candidate must be able to work both independently and collaboratively. Undergraduate students completing their junior or senior year or graduate students are strongly encouraged to apply.

The intern will work remotely and report to the USGBC Indiana Director of Community for Indiana and Michigan. They will be asked to attend the local Indianapolis branch for their monthly meetings (the third Tuesday of each month from 5-6) and help support other education events. Compensation will be in the form of a stipend through the Indiana Sustainability Development Program. The intern will work full time for 10 weeks beginning in June and ending in August. Exact beginning and end dates are negotiable.

**Feedback and evaluation**

The intern will be given regular feedback on progress and performance. Success in the internship will be determined by the completion of specified projects in a professional and timely manner. The intern should learn how a nonprofit identifies and works to achieve its goals, how to bridge divides to promote the work of USGBC Indiana and how to develop and maintain professional relationships.