

HILLENBRAND



Job Description

Position Summary

The Corporate Sustainability Intern will assist with the execution of our Materiality Assessment, Corporate Social Responsibility (CSR) programming, and begin to help compile key analytics, and help communicate to both an internal and external audience to a message specific to the CSR space. This role will help the Public Affairs dept. with the collection of sustainability-related data; validating that the data is complete, accurate and consistent using the guidelines set; identifying, developing and implementing process improvements; and supporting other sustainability-related initiatives. This position is also responsible for supporting a culture of corporate responsibility through engagement and collaboration that align with Hillenbrand's strategy, goals and objectives.

Essential Duties and Responsibilities include the following:

- Manage and monitor project schedules, works with vendors, and communicates clearly to ensure that expected results are delivered on time and within budget
- Gathers and analyzes key stakeholder insights
- Provides communications and organization support for ESG related programs and projects
- Analyzes opportunities for increased transparency and thoroughness in reporting
- Seeks out innovative opportunities to promote the company through media, public affairs, community relations campaigns and charitable partnerships
- Write copy for website, blog, email marketing, brochures, ads, and other means of communication
- Tailor messages to a diverse international employee audience, including wired and non-wired employees, to increase awareness of key messages and business initiatives
- Other duties as assigned

Education

Must be currently enrolled as an undergraduate or graduate student in an EHS, CSR, or Sustainability program.

Skills/Experience

- Outstanding writing, editing, and presentation skills
- Basic knowledge of Sustainability and CSR theories, practices and local, national and global initiatives
- Ability to articulate concepts both verbally and in written word
- Detailed oriented

- Excellent analytical capabilities and organizational skills
- Ability to take strategic plans and translate into actionable, tactical communication programs
- Highly-collaborative interpersonal skills: can work effectively in a team environment and maintain composure and quality of work while under deadline
- Entrepreneurial spirit & drive; a sense of humor helps too

Physical Demands

To perform this job successfully, the physical demands listed are representative of those that must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee may occasionally be required to crouch. The employee may occasionally lift items as heavy as 25lbs.

DISCLAIMER: The above information on this job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of any employee assigned to this job. Nothing in this job description restricts management's right to assign duties and responsibilities to this job at any time.

Application instructions

To apply for this position, complete an application on the Sustain IU website. [Additional details forthcoming]. If you have questions about the program or any of the jobs available, email ISDP at isd@indiana.edu. Applications will be accepted on a rolling basis (first come, first serve) until all positions are filled; the final application deadline is Feb. 28, 2019.