



Indiana University

Indiana University - Sustainability Development Program 2019 Extern –Indiana University Healthcare

POSITION SUMMARY

The extern will be placed within the System Operations and Sustainability team and will be responsible for taking the lead on and supporting select initiatives and assist with sustainability projects. The extern will provide support for further development of an IU health branded sustainability communication strategy, enhancement of IU Health sustainability program, support for regional sustainability teams as well as support for the VP of System Support Services to move forward a new sustainability program at IU Health.

Duties will include:

- Support the development of an IU Health sustainability communication strategy for internal and external communications
- Work with sustainability leadership to develop staff training events and programs to raise awareness of IU Health Sustainability goals
- Develop an IU Health internal volunteer database
- Identify communicate events for IU Sustainability team to participate to support community sustainability goals
- Support system sustainability initiatives as well as regional support to sustainability teams
- Provide constructive feedback and challenge IU Health sustainability team with new ideas to enhance our current program
- Provide support to IU Health Design & Construction program to help in the development of measureable sustainability goals for new construction projects
- Participate in system and regional sustainability meetings and provide input as necessary
- Participate in any local, regional or statewide sustainability meetings/programs that may arise
- Support greater collaboration between IU Health and IUPUI Sustainability teams

Qualifications

Detail oriented, experience with waste and recycling programs, background working with teams across multiple locations, background in community outreach, experience working with

Microsoft Office products, effective verbal and written communication, self-motivated, ability to prioritize and manage multiple ongoing tasks

Compensation

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 June 3, 2019 to August 9, 2019.

Feedback and evaluation

The intern will be given regular feedback from Vice President of System Support Services 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 will help IU Health further develop our sustainability priorities, establish effective principles of communication, and how to develop and maintain professional relationships.