Job Title: Sustainability Associate (Internship)
Department: Stewardship and Sustainable Practices
Reports To: VP of Sustainability
FLSA Status: Intern
Prepared By: Tyler Kanczuzewski

Summary

Helps with the launching of the new stewardship and sustainable practices focus group for Inovateus Solar. Helps drive the company's innovation, development, and strategic implementation of stewardship and sustainable practices into all business operations. Supports the company, in leading and managing milestones, metrics, and development of the 3-5 year plan for stewardship and sustainable practices.

“Inovateus Solar is currently launching a stewardship team focused on sustainability initiatives and practices for all company operations and business activity. The 3-5 year plan is to be one of the largest renewable energy providers. This plan embodies Inovateus’ goals of greatly reducing company waste going to landfills, recycling more materials, improving energy efficiencies, and reducing consumption of energy and resources in all facility and job site operations. Most importantly, the Inovateus Solar stewardship goal is to make a significant positive impact on the natural world, and improve the health and wellbeing of life on Earth.”

Essential Duties and Responsibilities

• Participates in daily Strategy team huddles at 8:30AM. The huddle could be as short as 5 minutes but no longer than 15 minutes, focused on daily top priorities of the team. Also participates in weekly Tiger Team Tuesday meetings at 8:05 on each Tuesday and weekly/monthly (similar to rock group) stewardship meetings.
• Helps VP of Sustainability, CEO and VP of operations with achieving annual targets in operations, systems, processes, and controls in the One Page Strategic Plan
• Supports IS in becoming one of the most steward like and sustainable friendly companies in the Midwest and United States (metrics, company wellbeing, etc.) through a stewardship playbook strategy for day-to-day operations
• Supports the completion of stewardship and sustainability practices one pager for sales proposal template, and continually edits and critiques stewardship and sustainability info that is inserted to all proposals
• Works with IS marketing director to add stewardship and sustainability information to the IS website, and continually updates the page (topics and discussions into IS social media channels).
• Helps lead IS think-tanks and other events that focus on brainstorming about stewardship and sustainability
• Attends conferences, networking events, panel discussions, seminars and various other events that have an emphasis in stewardship or sustainability (education, discussion, networking, sales opportunity related)
• Produce business plans for new opportunities, including budgets and expenditure plans
• Negotiate, structure, and close transactions and partnerships with other businesses or functions
Job Description

Additional Duties and Responsibilities

- Understands and believes in the company’s purpose to “build a brilliant tomorrow” through the implementation of solar energy and exemplifies the company’s core values of PEACE (Passion, Engagement, Ambition, Creativity and Espirit de Corps)
- Potentially represents IS at sales proposal, especially at meetings that have other stewardship and sustainability representatives from other companies in attendance
- Become a company thought leader and influence direction, policy and strategy through strategic development, aggressive goals and innovation
- Develop ideas and opportunities that promote awareness of plans and progress in the company
- Operate independently within agreed policies, targets and budgets and assumes other activities and responsibilities from time to time as directed
- Ensure working environment encourages innovation and sustainment
- Coordinates and collaborates with other departments in establishing and carrying out responsibilities
- Identifies training needs, initiates development of subordinates, and recommends effective personnel action
- Consults with all segments of management responsible for policy or action. Ensures compliance within area of responsibility. Makes recommendations for improving effectiveness of policies and procedures
- Monitor external and internal environment for development of new opportunities in conjunction with strategic growth, and stewardship initiatives

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data; Designs work flows and procedures.
- Design - Generates creative solutions; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Strategic Thinking - Understands organization’s strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Remains open to others' ideas and tries new things.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
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- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.
- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities.
- Leadership - Exhibits confidence in self and others; effectively influences actions and opinions of others; Accepts feedback from others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands business implications of decisions; Demonstrates knowledge of market and competition.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Diversity - Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Bachelor’s Degree

Language Skills
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills
Ability to perform higher-level mathematical operations in accordance with level of education achieved.

Reasoning Ability
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
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Computer Skills
To perform this job successfully, an individual should have knowledge of specialty statistical software; Spreadsheet software and Word Processing software, and Presentation software.

Other Skills and Abilities
Thorough knowledge of industry codes and standards.

Other Qualifications
First Aid and CPR Qualified

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 frequently required to sit, stand and walk. The employee may reach with hands and arms; climb or balance; stoop, kneel, crouch. The employee may lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 primarily exposed to a normal office environment. The employee is occasionally required to wear suitable Personal Protective Equipment on project site visits.

Travel Requirements
Extensive travel (domestic) to attend various meetings and conferences with colleagues, customers, and potential partners / acquisitions.

Application Instructions
To apply for this position, complete an application on the Sustain IU website. If you have questions about the program or any of the jobs available, email Danni Schaust, ISDP Program manager, at danmcphe@iu.edu. The application deadline is Friday, Feb. 28, 2020.