

KERAMIDA's Preliminary Job Extern Description

Sustainability Extern with KERAMIDA Inc.

KERAMIDA Inc. is a global Environmental Health Safety & Sustainability consulting firm, headquartered in Indianapolis. We assist businesses, government agencies, and non-profits develop sustainable practices to minimize their environmental footprint while simultaneously increasing their profits and efficiency.

KERAMIDA Inc. has partnered with GRI, CDP, SASB, and STAR Communities to improve our clients' environmental, social, and governance (ESG) performance. Our unique, strategic and whole-systems approach to ESG and sustainability involves deep knowledge of compliance, best practices and management systems, along with manufacturing operations and business strategies, which we combine to form the technical foundation from which our professionals provide high quality ESG development and training services.

Under close supervision, the Extern will assist the Sustainability Services team by performing routine sustainability-related tasks. This is a full-time position requiring 40 hours per week. The 10-week work session will commence in late May or early June and end in August 2019. The Extern will be compensated and payment may be in the form of a stipend through the Indiana Sustainability Development Program. In addition, the Extern will be required to attend bootcamp at the IUPUI Indianapolis campus in May 2019.

Job Description

The agenda for the summer work session will initially include:

1. Orientation and Introduction to KERAMIDA Inc.
2. On-boarding/new employee review on safety procedures, work rules, payroll, Ajera-accounting, quality control processes, and work site introduction.
3. Overview of KERAMIDA's philosophy, objectives, and goals.
4. Attending in-house training on various work-related topics.

Responsibilities

As a Sustainability Extern, the intern will work closely with a Mentor to help clients strategically measure and improve their sustainability performance. This could involve work with:

1. Sustainability frameworks, reporting and disclosures
2. Sustainability benchmarking to peers or within sectors
3. Materials used and waste produced, including chemical pollutants, noise and light
4. Management of air, energy, land, and water
5. Impact on local communities and eco-systems
6. Compliance with environmental regulation

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7. Sustainable construction strategies
8. Supplier qualification and green procurement programs

The Extern will:

1. Assist with research and measurement of air quality, water consumption, carbon footprint, ecological indicators, energy performance, emissions, effluents, and noise/light pollution.
2. Collect and analyze data, and produce reports to demonstrate findings
3. Provide internal advice on project compliance with regulations
4. Investigate new technologies for cost-effectiveness and beneficial routes to sustainability. This could involve switching to alternative energy sources to lower energy costs, smarter water usage, reducing waste, and lowering carbon emissions.
5. Review and track current research and legislation via sustainability publications and following relevant social media groups.
6. Assist in projects that involve identifying potential clients and preparing bid documents/proposals.
7. Complete an individual project in which results will be presented by the Extern to the KERAMIDA employees during a Brownbag presentation.

The Extern will work closely with scientists, engineers, support staff, and technicians. The Extern will have to collaborate with scientists, engineers, the CAD technician, field technicians, and other team personnel to complete projects efficiently and accurately.

Feedback and Evaluation

KERAMIDA's Externship Program is designed to provide the Extern with practical work assignments which will supplement the Extern's traditional academic training. The assignments will provide the Extern with an opportunity to expand their technical knowledge by exposure to the practical business and technical world, thus qualifying the Extern for a more responsible position upon graduation.

KERAMIDA's Sustainability Mentor accepts the responsibility to provide work assignments of successively increasing challenge and responsibility commensurate with the Extern's abilities. The assignments will be in a variety of situations which allow the Extern to develop technically, broaden practical background and explore personal interests. The Extern will be given regular feedback on progress and performance. Lastly, the Extern will be expected to take full advantage of these opportunities through personal initiative and commitment.