



## **Indiana University - Sustainability Development Program**

### **2019 Extern – Newfields Job Description**

#### **POSITION SUMMARY**

The extern will be placed within the Administration department of Newfields reporting to the co-chairs of the Sustainability Task Force, Jonathan Wright, The Ruth K. Lilly Deputy Director for Horticulture and Natural Resources and Kathryn Haigh, the Chief Operating Officer. The extern will be responsible for taking the lead on select initiatives and assist with sustainability projects including providing support for the development of policies and sustainability programs at Newfields (for staff and the public) as well as development of statistics to measure progress in sustainability initiatives.

Duties will include:

- Work with the cross departmental Sustainability Task Force to research and develop a Sustainability policy for the organization that will be adopted through one or more Standing Committees of the Newfields' board.
- Assist with developing educational materials for staff around recycling and other ways to reduce the institution's overall waste. This will include creating new programming for staff during the month of June (Sustainability month) via lectures, hand on events (i.e. kick the can), etc.
- Assist the Sustainability Task Force with an internal waste audit to determine benchmarks to measure progress in waste reduction.
- Identify the reporting statistics for a Sustainability Dashboard for the institution.
- Attend a 3-4 day bootcamp mid-May 2019.

#### **Qualifications**

- The ideal candidate is detail oriented, has experience and/or coursework in sustainability studies, 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 – August 16, 2019.

### Feedback and evaluation

The intern will be given regular feedback from Newfields staff 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 Newfields identifies its sustainability priorities, effective principles of communication, and how to develop and maintain professional relationships.

### 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 [isdip@indiana.edu](mailto:isdip@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.