

Scor3card Summer Intern Description



Summary

Reporting to the Scor3card Coordinator, the Scor3card Summer Intern executes changes to the Scor3card program and supplements programming during the summer months. This position will assist with creating and reviewing Scor3card content, provide support during Scor3card events, and review evaluations concerning program satisfaction as guided by the Scor3card Coordinator. This position will assist with ensuring that the content within Scor3card is reviewed and prepared for the next Scor3card cycle. Sustainable Tulsa seeks a team member that can work in a collaborative environment to manage and develop our program.

Responsibilities

- Build positive relationships with Scor3card members involved in the program
- Provide assistance to implement strategies to improve sustainability education with our members and volunteers
- Maintain regular meetings with Sustainable Tulsa staff and stakeholders
- Support growth and program development

Requirements

- High school diploma or equivalent qualification
- Pursuing a Bachelor's or Master's degree in Business or Environmental Science/Policy is preferred
- Unpaid Internship: approx. 10 hours/week with some flexibility; after 5pm and occasional weekend expectations
- Primarily office from home with regular check-ins scheduled at The Root Coworking
- Passion for sustainability
- Detail-oriented and efficient
- Outstanding verbal and written communication skills
- Comfortable with public speaking
- Excellent time management and organizational skills
- Ability to work as part of a team and independently, with high level of self motivation
- Computer skills: Microsoft Office, Constant Contact, social media
- Physically capable to assist with setting up rooms for events and carrying materials up to 40lbs
- Positive attitude
- Able to arrive on time to work locations

Details

- Based in Tulsa, OK
- This position is **unpaid** and runs from May to August 2020. Please send your resume, two references, and a cover letter to sarah@sustainabletulsa.org.
- For more information on Sustainable Tulsa programs, visit us at sustainabletulsa.org.
- Deadline for submission is April 3, 2020