

Job Title Environmental Intern

Location: Town of Abingdon, VA, 133 W. Main Street, Abingdon, VA 24210.

Tenure: Part-time position - Internship for one (1) academic quarter.

Key Purpose: You will provide administrative clerical support to the Abingdon's Director of Grants & Economic Development and the Town's Go Green committee via the collection and data entry of the Town's detail carbon footprint data which will be used to support Abingdon's climate mitigation efforts in accordance with the practices of ICLEI, an international membership association of local governments dedicated to climate protection and sustainable development. Information about ICLEI is available at <http://www.icleiusa.org/>.

Key Tasks: Carry out detail carbon footprint data collection, collation, analysis and reporting via the Town's carbon emission MS Excel-based database(s) and ICLEI-provided software tools.

Profile: The successful candidate will have a working knowledge of major environmental issues. You will also have excellent communication & time management skills and ideally Microsoft Office software user experience. You will have the initiative to occasionally work alone, but will also be a natural team player and thrive on working to multiple, reasonable deadlines. You will project a professional, business-like image.

Experience: Recent environmental science / climate mitigation work experience is helpful, as is recent customer facing experience – e.g. retail sector, telesales / telemarketing.

Skills / Knowledge

- Excellent environmental science knowledge.
- Excellent communication skills.
- A natural team player.
- Excellent time management skills.
- Good basic knowledge and experience using MS Office software, especially Excel, Word & PowerPoint.
- Valid driver's license and use of an automobile.

Salary: No salary, college credit only.

Note: References and background check required.