Company Name: West Michigan Sustainable Business Forum
Title: Sustainable Business Intern
Open Date: April 8, 2019
Closing Date: May 1, 2019 (or when filled)
Compensation: $600 - $1,200 semester stipend, commensurate with experience
Reports to: Program Manager
Hours: 20 hours per week
Start: May 15, 2019 (or as required by semester)
End: August 15, 2019 (or as required by semester)

Position Summary
The Sustainable Business Intern will play a key role in forwarding West Michigan Sustainable Business Forum initiatives to forward climate leadership, circular economy and social equity in West Michigan. An ideal opportunity for students to learn about sustainable business practices, develop a contact network, and gain work experience, intern will have the opportunity to interact with leading companies and other stakeholders, and be part of highly visible educational campaigns.

Specific Responsibilities
• Support development of case studies highlighting efforts of local businesses.
• Assist with waste and recycling audits of local organizations.
• Research watersheds and watershed issues.
• Provide research support for resource development and emerging needs.

Qualifications
• Academic or professional experience in either environmental science, sustainable business, or equivalent discipline.
• Excellent communication and writing skills. Strong organizational skills.
• Familiarity with basic sustainability issues.
• Prior experience with recycling education or waste audits helpful.
• Prior experience with water quality education or watersheds helpful.
• Ability to work independently with little or no supervision, with self-managed timelines, is essential
• Ability to work as part of a team, both in-person and virtual
• Familiarity with common office technology (eg: Google Docs, Word, Powerpoint)

About West Michigan Sustainable Business Forum
The mission of West Michigan Sustainable Business Forum is to promote business practices that demonstrate environmental stewardship, economic vitality, and social responsibility through education and collaboration. For 25 years, West Michigan Sustainable Business Forum has served as a unique boundary organization in the region. The forum is a regional network of businesses, institutions, and individuals dedicated to promoting business practices that demonstrate environmental stewardship, economic vitality, and social responsibility.
Directions to Apply
Applicants should send a cover letter, writing sample and resume to dschoonmaker@wmsbf.org with the subject heading “Intern.” The position will remain open until filled.