



TITLE: CONSERVATION AND SUSTAINABLE LIVING INTERN (UNPAID VOLUNTEER)

CLOSING DATE: Continuous, on-going

DEPARTMENT/ GROUP: Water Services Department/ Environmental Resources

WORKSITE ADDRESS: 5959 W. Brown St. Glendale AZ 85302

HOURS/WEEK: 5 – 19 hours per week (flexible) with the days of the week being negotiable - some work can be done remotely

WAGE: Unpaid volunteer

INTERNSHIP DUTIES:

The Conservation and Sustainable Living intern will assist in the development, implementation, and evaluation of sustainability outreach programs, including water and energy conservation/efficiency and green-living. The intern will offer support in providing educational opportunities and outreach activities that inspire the community to adopt conservation and sustainable living practices. Tasks may include conducting research, analyzing data, preparing educational materials, and providing presentations.

INTERNSHIP BENEFITS:

- Receive training within a diverse office setting.
- Choose from a variety of project-related experiences.
- Gain experience in program development, implementation, marketing, and evaluation.
- Build upon general and academic knowledge with real-life, hands-on experience.
- Obtain relevant experience that can be used in making choices concerning college degree(s), areas of specialization, and future careers.
- Gain work related experience in local governmental operations and network with city of Glendale personnel.
- *May receive academic credit upon completion of the internship. Interns are responsible for making sure their internship fulfills their college/university's requirements for academic credit.*

MINIMUM QUALIFICATIONS:

- Requires solid organizational skills.
- Excellent written and spoken communication skills are essential.
- Experience in public contact work and/or group presentations.
- Must be able to operate a computer with skills in one or more of the following software applications: MS Word, Excel, Access, PowerPoint and/or Publisher.
- Ability to work cooperatively and to tactfully and courteously communicate with others.
- Some knowledge related to energy and water conservation/efficiency, green-living, pollution prevention, desert gardening or landscaping, etc. is desired.

SPECIAL REQUIREMENTS:

- Must possess a valid Arizona driver's license by start date.
- Some traveling will be required for meetings, presentations, and community events.
- Must be available to work occasional evenings and/or Saturdays.
- Ability to occasionally perform lifting of up to 25 lbs.

QUESTIONS: Contact Anne Stahley, Water Conservation Specialist, at (623) 930-3550 or astahley@glendaleaz.com