Title: Environmental Caucus Communications Intern

Department: Office of Sustainability, Facility Services

Supervisor: Ellen Vaughan, Manager, Office of Sustainability

Ellen.Vaughan@nau.edu, O: (928) 523- 1791; C: (315) 472-7959

Position Information:

*Type of Position*: Internship/Student Worker

*Time:* 2015 fall semester with opportunities to renew

*Compensation:* $500 paid out over the semester

*Application Deadline*: Apply immediately, position open until filled. Deadline: August 20

*Number of Hours a Week*: 5 hours a week or approximately 75 hours a semester, flexible schedule

**Must be currently enrolled at NAU with a 3.0 GPA or above**

Job Description: This person will provide logistical and promotional support to the Environmental Caucus and participate/coordinate multiple, diverse sustainable initiatives across the University and community.

Duties:

* Attend most of the Environmental Caucus (EC) meetings (monthly).
* Assist in the EC’s Communications Action Team.
* Assist in the coordination of Earth Hour and other events.
* Maintain and update Green NAU social media platforms and website along with creating and maintaining promotional material. Must also maintain the Green Wall at the HLC with promotional information.
* Sustain and create liaisons between the EC and other Green NAU groups.

Special skills required:

Reliable

Passion for environmental issues, sustainability, education, and communication

Excellent skills in writing and verbal communication

Excellent skills in teamwork

*Preferred but not required*: Design skill such as Photoshop, InDesign, Adobe, etc.

**Send letter of interest and resume by email to** **Ellen.Vaughan@nau.edu****.**

The Environmental Caucus facilitates creative and strategic communication across campus to advance the institutional commitment to sustainability and to promote education, research, and collaboration on the environment. It is primarily a group of students, faculty, and staff that meet once a month to discuss and collaborate on sustainability across campus.

The Office of Sustainability implements sustainability initiatives that help support the university’s 2020 Carbon Neutrality Goal. We strive to make Northern Arizona University a global model for sustainable operations by living off the Earth's income, and not its capital.

For more information visit: <http://nau.edu/Green-NAU/>