

## SUSTAINABILITY CONSULTING INTERNSHIP

### Job Description

#### Job Overview:

[Riverstone Sustainability](#) is a consulting firm that helps organizations measure, manage, and report their sustainability impacts. We seek an intern to support sustainability planning and reporting in the higher education and corporate sectors. This role will also support day-to-day functions across a small but growing consulting practice.

#### Responsibilities:

- Attend client sustainability project meetings to take meeting minutes and coordinate team action items.
- Administrative support such as scheduling client meetings and document file-sharing
- Assist with client sustainability projects, including tasks such as:
  - Compiling information for sustainability performance indicators (energy, water, waste, etc.)
  - Gathering and analyzing data for sustainability projects relating to campus master planning, LEED green building design & construction, and corporate sustainability reporting
  - Drafting report content and PowerPoint slides to document findings and recommendations
  - Reviewing documentation for consistency with reporting standards such as GRI and LEED NC.
  - Assisting in the development of decision matrices, benchmarking against sustainability best practices, and creating charts/figures
- Other duties related to client sustainability initiatives, such as research, event support, and communications
- Marketing support such as monitoring bidding/RFP opportunities and developing proposals

#### Structure:

This position is structured as an hourly, part-time position (8-16 hours per week) reporting to Debra Shepard, Principal and Owner of Riverstone Sustainability and working in close collaboration with clients. The position will be based remotely, with the potential for site meetings in Boston and/or Newburyport, MA, if COVID protocols allow. The internship will take place from January to May 2022. Opportunities for future part-time employment may be discussed at the conclusion of the internship, if the candidate is a good fit.

#### Preferred Qualifications:

- Graduate student in sustainable business, STEM fields, or other relevant disciplines
- Working knowledge of topics related to corporate sustainability, green buildings, and climate change
- Excellent research and technical skills, ability to synthesize information from various sources, including public datasets, industry standards / best practices, and estimation
- Experience collecting and analyzing data on environmental performance
- Experience with Microsoft suite and online collaboration tools
- Strong communication and writing skills; ability to present findings in a thoughtful and concise manner
- Entrepreneurial working style and ability to work independently and problem-solve

**How to Apply:** If interested, please submit your cover letter and resume to Debra Shepard ([dshepard@riverstonesustainability.com](mailto:dshepard@riverstonesustainability.com)) by **November 29<sup>th</sup>, 2021**.