

Minimum of 12 hours a week/Unpaid Internship

The Green Lab Alliance is an emerging non-profit operating in Seattle whose mission is to Identify, validate, and diffuse emerging laboratory best practices that shrink cost, environmental footprint, and human risk.

Our program initiatives are to improve access to best sustainability practices, Identify grand challenges in laboratory sustainability and create a culture of continuous sustainable improvement in our scientific community

We are recruiting for summer unpaid internships (hours and dates of internship are flexible)

Please Submit Cover letter and resume to Gmail account May 27<sup>th</sup> deadline for apps

**Sustainability Research Intern** – Seeking a detail oriented, self-starting intern to develop/create a laboratory sustainability best practices database. Also includes development of user interface with web developer and collection of user feedback.

Duties:

- Proactively search and document best lab practices currently available
- Design a database for best lab sustainability practices and work with web developer intern
- Create mechanisms for institutions to best communicate lab sustainability practices
- Keep up to date on best practices trends
- Report on best sustainability lab practices
- Be able to work with communications and social media intern to create informational posts on social media/website material
- Maintain database/update database

Successful Candidate Characteristics:

- Forward thinking
- Good networker
- Drive to meet the unmet needs of the lab community
- Technical writing skills for database, web content, grant preparation
- Great organizational skills
- Willing to learn and ask questions
- Excellent oral and written skills
- Willing to work independently and individually
- Special consideration for candidates with web development and database experience

**Sustainability Communications Intern** – Seeking a creative, self-starting and outgoing intern to develop branded educational marketing materials for promoting sustainability best practices.

Duties:

- Create graphic design materials for shows, presentations, and conventions

- Create educational materials for talks and webinars
- Create educational infographic materials in conjunction with **Sustainability Research Intern**
- Create quarterly newsletter
- Social media marketing through the use of Facebook, Twitter and LinkedIn
- Edit video and documentation content to social sites
- Market and update best lab practices using Facebook, and Twitter
- Maintaining Facebook and Twitter feeds
- Create opportunities for interaction between our community followers
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Successful Candidate Characteristics:

- Some marketing experience
- Strong oral and writing skills
- Creative thinking
- Able to meet deadlines and be flexible on all projects
- Be able to work independently and in a team
- High energy and proactive individual
- Experience with social media platforms (Twitter, Facebook, LinkedIn)
- Able to proactively maintain Twitter and Facebook posts.

**Sustainability Web Development Intern** – Seeking an independent, hardworking web developer to spec out, develop, and maintain a best lab practices database and oversee website maintenance.

Duties:

- Work with steering committee team to spec out overall database design, establish priorities, timelines and executables and deliverables.
- Create relational database structure for a lab best practices database. \*Open source tools preferred\*
- Develop a graphic interface for sustainability best practice database including documentation, instructional videos
- Responsible for website maintenance ( updates, fixing bugs)
- Works closely with the **Communications Intern** for content maintenance
- Social media embedding ( Live Twitter feed)
- Works closely with **Sustainability Research Intern** to maintain and expand best practice database maintenance needs

Successful Candidate Characteristics:

- Detail oriented
- Some web development experience
- Experienced developing relational databases
- Strong communication skills
- Ability to communicate plan development and report progress to group

- Strong organizational skills
- Flexible deadline schedules
- Be able to make changes quickly
- Be able to work with Individually and with team
- Great time management skills
- Basic software knowledge ( MS Word, Excel, PowerPoint, Front Page)

### **Sustainability Business Development Intern \* 2 positions available\***

Seeking two interns to develop a national green lab certification program and a membership structure and engagement strategy to build Green Lab Alliance revenue streams.

#### **Sustainability Business Development Intern/Certification**

Duties:

- Certification development, research existing certification structures for best methods of implementation
- Partner with existing certification efforts at national institutions
- Lead market research into industry needs for certification
- Research and establish revenue structure
- Establish what added value participating companies will gain from participation ROI (Return On Investment)
- Work closely with **Sustainability Research Intern** to introduce best lab practices for certification and work closely with **Sustainability Communications Intern** to create marketing materials
- Be able to communicate progress to steering committee
- Engage pilot program members for certification development feedback

Who Fits

- Great networker
- Great analysis skills
- Strong writing and oral communication skills
- Passion for new innovative sustainability products
- Someone who can facilitate discussions and garner feedback from group
- Some business development preferred
- Strong market research skills
- Shows strong understanding for target market demographic
- Strong planning skills

#### **Sustainability Business Development Intern/ Membership**

Duties:

- Alliance membership development including research existing membership structures for best methods of implementation
- Explore partnership with existing membership efforts at national institutions
- Lead market research into industry needs for alliance membership

- Research and establish revenue structure
- Research into existing programs and establish what added value alliance participating companies will gain from participation - ROI (Return On Investment)
- Work closely with **Sustainability Communications Intern** to create marketing materials
- Be able to communicate progress to steering committee
- Initial member focus group to garner participation feedback
- Engage potential client institutions and develop potential recruitment strategies

#### Who Fits

- Great networker
- Great analysis skills
- Strong writing and oral communication skills
- Passion for new innovative sustainability products
- Someone who can facilitate discussions and garner feedback from group
- Some business development preferred
- Strong market research skills
- Shows strong understanding for target market demographic
- Strong planning skills

**Sustainability Grants Intern** – Seeking strong communicator self-starter intern to identify and champion public and private grant opportunities to support Green Lab Alliance opportunities.

#### Duties:

- Research all public, private, national grant opportunities
- Champion timeline and action items for grant completion
- Engage with national organizations for funding support
- Draft and edit grant materials
- Responsible for timely grant submissions
- Facilitate awarded grants administration
- Present opportunities and drafts to steering committee
- Seek opportunities for grant partnerships with other non-profit organizations

#### Who Fits

- Self-starter
- Excellent writing skills preferred successful grant writing experience
- Ability to hold steering committee to strict deadlines
- Excellent networking skills
- Excellent organizational skills
- Detail oriented
- Strong research skills
- Be able to work individually and on a team

