



## **INTERN DESCRIPTION**

### **U.S. Green Building Council - Missouri Gateway (Part-time)**

The U.S. Green Building Council – Missouri Gateway Chapter seeks an energetic and skilled part-time intern with a wide range of administrative, organizational, and technical skills to assist with general Chapter operations. The internship position will report to the Education & Green Schools Coordinator and support the activities of the Chapter’s volunteer-led committees.

### **Primary Responsibilities**

- Assist Chapter staff with various duties related to the development of marketing and outreach materials, such as event flyers and promotional materials for Chapter events
- Maintain posts and updates regarding green building news and program announcements on Chapter website and social networking accounts (Facebook, LinkedIn, Twitter)
- Engage in short term research projects to identify local green-building and sustainability resources
- Update and print necessary literature and signage for events
- Place catering orders
- Work with Chapter volunteers and staff on day-of program logistics, including event set-up/break-down, registration, nametags, food/beverage (average of one day/month)
- Compile final attendance list for events; edit and post on website
- Maintain database of event statistics for Chapter programs and events
- Update friends email list
- Assist Chapter staff with additional duties related to educational programming
- Work with volunteers of the Chapter’s Marketing Committee on the creation of LEED Project Profiles
- Perform general clerical work including letter writing, filing, copying, etc. (spreadsheets)
- Answer email and return messages as appropriate
- Other administrative duties

### **Prerequisite Skills**

Ideal candidate will have:

- Enthusiasm and interest in sustainability
- Working knowledge of Microsoft Office including: Word, Excel, PowerPoint, and Outlook
- Good written and oral communication skills
- Ability to manage multiple projects and tasks simultaneously
- Flexibility
- Ability to work independently

### **Optional Skills**

- Ability to use a variety of business software including Word Press web editing tools

### **Other Requirements**

- Ability to drive a car or commute to and from the Chapter office and event locations
- Ability to work some evenings
- Ability to lift objects up to 25 lbs
- Ability to walk up and down several flights of stairs

**Additional Position Information**

This is an unpaid, part-time, temporary internship  
Minimum of 6 hours per week, maximum of 12 hours per week  
Commitment of at least 16 weeks preferred

**Please send a cover letter and resume with references to:**

Hope Gribble  
Education & Green Schools Coordinator  
U.S. Green Building Council – Missouri Gateway Chapter  
[hope.gribble@mobot.org](mailto:hope.gribble@mobot.org)

No phone or in person inquiries, please.

**About USGBC-Missouri Gateway Chapter**

The U.S. Green Building Council is the nation's foremost coalition of leaders from across the building industry working to promote buildings that are environmentally responsible, profitable and healthy places to live and work.

Since the Missouri Gateway Chapter of the U.S. Green Building Council was founded in 2001, membership has grown to over 500 individuals representing every segment of the building industry: architecture; engineering; construction; landscape architecture; interior design; product manufacturing and sales; facilities management; insurance; real estate; federal, state and local government and non-profit organizations, all sharing a common vision to create a more sustainable built environment.

USGBC- Missouri Gateway Chapter has seven active volunteer-based committees: Advocacy, Green Schools, Higher Education, Membership, Marketing, Program, and Technical Committees, and two working groups: Growing Green Awards and Scholarships.

The Chapter organizes a variety of programs and events, including

- LEED (Leadership in Energy and Environmental Design) building and green homes tours
- New member and social events
- Collaborative programs with related professional and non-profit organizations
- Growing Green Awards program and dinner
- Green schools, government, and homes outreach event
- LEED exam prep courses

USGBC- Missouri Gateway Chapter is an equal opportunity employer.

For more information on USGBC- Missouri Gateway Chapter, visit [www.usgbc-mogateway.org](http://www.usgbc-mogateway.org).