

# Environmental Studies Internship Opportunity Form

**Organization name:** Oliver Charles

**Organization Web address:** [www.oliver-charles.com](http://www.oliver-charles.com)

**Physical Address:** 339 Vallejo Street

**City:** San Francisco **State:** CA **Zip:** 94133

**Contact person:** Jack Paley

**E-mail:** [team@oliver-charles.com](mailto:team@oliver-charles.com) **Phone:** 970-948-5731

**Internship available these semesters (please mark one or more semesters):**

Spring:  Summer:  Fall:

**Brief description of Your Organization:**

Whether you're juggling big life decisions, powering through zoom calls, exploring the mountains, or going out to dinner, your Oliver Charles sweater will always be there for you. The sweater is the most versatile item in your closet, that lets you quickly and elegantly shift between work and life, which is increasingly important as we blur the lines between the two.

Every Oliver Charles sweater is made in Brooklyn, NY, on advanced 3D-knitting machines that "print" each sweater in a single piece without seams, making them lighter and stronger while reducing waste. The sweaters are made from khullu ("coo-loo"), a super fiber from high elevation Tibetan yak, and merino wool. Both materials are world-renowned for temperature regulation and odor resistance, ideal for repeat wear and simplifying the most hectic weeks. It's not just a sweater, it's a single item for all of life.

**Describe the nature/goals of the project(s):**

Oliver Charles' *Sustainability Content Marketing Internship* focuses on conducting in-depth research on a theme of your choice based around sustainable fashion (AKA slow-fashion).

The research will end in a 6-part blog series, which we will publish on our blog, [#Repeat](#). You will complete one blog per week, and at the end of the internship, you will write a reflection of your experience.

As part of the blog series, you will also have the opportunity to take Oliver Charles' 1-Week Challenge. As part of the 1-Week Challenge, you will receive an Oliver Charles sweater to wear for a week straight. At the end of the week, you'll write about your experience testing out what it's like to repeat styles and get more out of a key item for the personal uniform. Here's more info about the [1-Week Challenge](#). Here's an example of another writer who did a [similar article](#).

By the end of the internship, you will develop a deeper knowledge and appreciation of sustainable fashion, while having a series of published work you can add to your portfolio and resume.

The full schedule is included on the next page.

**Please list required and/or desired skills and qualifications:**

- Excellent writing and editing skills.
- Passionate about sustainability, especially in regards to fashion (i.e. slow-fashion vs. fast-fashion).
- Ability to meet deadlines and work independently.
- Ability to take photos is a plus. Not required.
- Experience as a freelancer is a plus. Not required.
- Knowledge of SEO is a plus. Not required.
- You must love sweaters!

Dale Miller, ENVS Internship Faculty Sponsor  
Dale.Miller@colorado.edu      SEEC Building, 4001 Discovery Drive  
Phone: (303) 492-6629      Box 397 UCB  
<http://envs.colorado.edu>      Boulder, CO 80309-0397

## Internship Schedule:

### Week 1:

1. Review a successful [blog series](#) that inspired us to create Oliver Charles.
2. Complete a high-level outline for the blog series with the requirements below:
  - a. Create a temporary title for the series (i.e. "Psychology of What We Wear to Work").
  - b. Select an overall theme that you want to write about for the blog series (i.e sustainability).
  - c. Create headings and subheadings for 4 blog posts that will be in the series.
  - d. Here's our [blog voice guide](#), for your reference. Please review it.
  - e. Our full posts are 500 words or more.
3. Sign and return our contributor agreement. It makes it explicit that you'll only submit original work.
4. Write a max 250-character bio for your author blurb.
5. Send a high-resolution headshot for your author blurb.

### Week 2:

1. Putting together an outline for blog #1
  - a. [Click here to use our outline template](#). Make a copy and send us the link.
2. Draft blog #1
  - a. Read through for feedback.
3. Finalize blog #1
  - a. Feedback incorporated into final draft.
  - b. Images sourced and approved for final draft.
  - c. Blog post shared to Oliver Charles and personal social media.

### Week 3:

1. Putting together an outline for blog #2
2. Draft blog #2
3. Finalize blog #2

### Week 4:

1. Putting together an outline for blog #3
2. Draft blog #3
3. Finalize blog #3

### Week 5:

1. Putting together an outline for blog #4
2. Draft blog #4
3. Finalize blog #4

### Week 6:

1. Putting together an outline for blog #4
2. Draft blog #5
3. Finalize blog #5

### Week 7:

1. Take 1-Week Challenge, including daily photo and capture reflections

### Week 8:

2. Draft 1-Week Challenge blog
3. Finalize 1-Week Challenge blog

### Week 9:

1. Reflection on the internship - short blog/IG post.