Business Sustainability Team Volunteer Intern

BCPH Program & Division: Business Sustainability, Environmental Health
Time Commitment: 10 hours per week, 3-9 months
Location: Administration Building, Environmental Health – 3450 Broadway St. Boulder, CO

Program Summary:
The Business Environmental Sustainability Team (BEST) is dedicated to providing businesses in Boulder County with the technical assistance and resources necessary to implement sustainability projects and reduce the negative impacts of their operations on the environment. BEST focuses on energy efficiency, waste reduction, water quality, and conservation.

Description of Work:
The volunteer will support research and development for the Partners for a Clean Environment (PACE) Program and make recommendations for possible improvements or modifications. This position will assist sustainability advisors with specific research pertaining to projects identified during business assessments. In addition, the position will assist businesses with obtaining utility data, uploading data in ENERGY STAR Portfolio Manager, and using Salesforce for project work. Opportunities to shadow other programs in BCPH’s Environmental Health Division will also be available based on the volunteer’s ability to complete assigned projects.

Duties and Responsibilities:

- Researches and analyzes nationwide certification programs for transportation.
- Researches, develops, and provides educational materials on behavior changes in energy, waste, and water.
- Assists with utility data upload for ENERGY STAR Portfolio Manager projects and runs data checks.
- Researches business properties to determine property owner/manager, tenant, or site-specific information.
- Researches energy efficiency products for rebate compliance and helps to process rebates.
- Helps advisors with the zero waste research and projects:
  - Researches and develops resources for the PACE green business kit.
  - Researches supply chain resources for small- to medium-sized businesses.
  - Designs custom signage for zero waste projects.

Training and Orientation:
Training for this volunteer position will be provided by BEST team members. Training will be approximately 10 hours of orientation to begin, with ongoing training throughout the volunteer term. The BEST program supervisor will provide a checklist for training tasks to complete. At the end of the volunteer term, the volunteer will be required to present a review of their learning experience to BEST on any suggestions they may have for BEST or the PACE Program.

Benefits Gained:

- Experience working with a wide range of business sustainability initiatives.
- Knowledge of energy efficiency, water conservation, waste reduction strategies, and transportation options for commercial properties.
- Experience with sustainability program research, analysis, and summarization.
• Involvement in a rapidly growing and changing field within public health and the state.

Supervision:
Volunteer will report to the BEST program supervisor.

QUALIFICATIONS

**Education:** College or university-level study with coursework focusing on environmental health, sustainability, or similar field of study that requires credit toward an internship.

**Experience:** Relevant experience in research, report writing, and presentation.

**Knowledge, Skills, and Abilities:**
- Ability to gather, analyze, and summarize large amounts of information from a variety of sources.
- Excellent written and oral communication skills.
- Proficient in Microsoft Office (i.e. Excel and Outlook), as well as data logging and Google mapping.
- Knowledge of air quality, recycling, zero waste, environmentally preferable purchasing and supply chain, energy and water efficiency, renewable energy, local transportation options, and other sustainability strategies.
- Passion about sustainability and public health.
- Project completion skills and attention to detail.
- Ability to work independently with minimal supervision and as part of a team.

**Special Requirements:**
- Must have access to a personal laptop or computer.
- Must submit immunization history form and immunization documentation. Some immunizations and/or tuberculosis (TB) tests may be required (at the expense of BCPH), and the volunteer must comply with these requirements prior to start date.
- Universal precautions and TB training will be provided by the BCPH employee infection control nurse before the volunteer may begin.

**Application Deadline:** Open until filled.

Submit an [application online](#) or contact Volunteer Services:
BCPH Volunteer/Intern Services Program
3450 Broadway
Boulder CO 80304
Phone: 303-441-1163
Email: healthvs@bouldercounty.org