



227 SW Pine St., Suite 300  
Portland, OR 97204  
+1 503 279 9383  
[GreenElectronicsCouncil.org](http://GreenElectronicsCouncil.org)

---

## Graduate Student Ecolabel Criteria Development Intern

The Green Electronics Council (GEC) is a non-profit located in Portland, Oregon whose mission is to create a world of only sustainable IT. We achieve our mission by focusing on two primary stakeholder groups: IT brands globally and large-scale purchasers in both the public and private sector. GEC's flagship program is EPEAT, the leading ecolabel for IT products. GEC is seeking an intern who is passionate about sustainability and interested in technology to support a project that is focused on developing sustainability criteria for network equipment. Experience with or specific knowledge of network equipment is not required. Curiosity, solid research skills, professional communication capabilities, excellent time management and an interest in learning about what makes network equipment sustainable is required.

To learn more about us, go to our website at <http://www.greenelectronicscouncil.org>

### Position Details:

- Year-long internship (January 7 – December 20, 2019) with the potential to extend for up to 6 additional months or a full-time position.
- Choice of being on site at GEC's offices in Portland, Oregon or working remotely.
- 20 hours a week (latitude to set your own schedule as long as timelines are met). Only set time requirements are to participate in a weekly hour-long staff meeting (Mondays at 9am Pacific/Noon Eastern), a weekly network project meeting (Thursdays at 5 pm Pacific/8 pm Eastern), and monthly stakeholder teleconferences.
- Opportunity to attend multi-stakeholder meetings in person, if schedule permits and GEC travel funds are available.
- Opportunity to gain exposure to major IT brands and learn about strategies to address the environmental and social impacts of IT products.

### Position Summary:

This position supports the activities of the EPEAT Category Development staff at GEC, including:

- Help manage the multi-stakeholder process for developing sustainability criteria for network equipment (enterprise switches and routers, and customer-premise routers), including:

- Maintain the Technical Committee roster of members and observers.
  - Conduct targeted research and prepare summary documents on a variety of technical issues, existing standards and voluntary programs, and sustainability criteria.
  - Prepare and disseminate communications and meeting materials for the Technical Committee, working with GEC staff to draft and edit content.
  - Post and maintain project documentation on the SharePoint work space, and in the GEC quality management documentation system.
  - Take notes on Technical Committee teleconferences and prepare draft meeting summaries.
  - Help maintain and edit draft criteria documents based on Technical Committee decisions and support the comment resolution process.
  - Assist with logistics planning for in-person meetings.
- Support other new category development activities such as:
    - Planning GEC webinars addressing new technologies and their sustainability impacts, both positive and negative.
    - Researching technologies, market drivers, and sustainability issues for GEC business case for pursuing new EPEAT product categories.
    - Creating communication materials and presentations to support category development.

### **Qualifications:**

- Full or part-time Graduate student pursuing a Sustainability/Environmental, MBA or IT degree.
- Ability to research and synthesize technical material.
- Excellent written communication skills.
- Organized, with an ability to prioritize time-sensitive assignments.
- Passionate about sustainability and knowledgeable about IT.
- Team player, sense of humor, professional demeanor, willing to learn.

### **Application Process:**

Submit a resume and writing sample to [jbulfin@greenelectronicscouncil.org](mailto:jbulfin@greenelectronicscouncil.org). Resume should specifically address your qualifications for this internship. We accept links to online writing samples. No phone calls please.

### **Application Period:**

We are accepting applications immediately and will decide on a candidate by mid to late December 2018. Internship start date is January 7, 2019 but candidate may start as late as January 30, 2019, if desired.

### **Compensation:**

\$20 per hour. Interns are required to fill out a weekly timesheet. All GEC staff are paid once a month (on the 5<sup>th</sup> of each month).