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GreenElectronicsCouncil.org

Graduate Student Purchaser Awards Program 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 is seeking a purchaser awards intern who is passionate about sustainability and IT.

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

Position Details:

- 3-month internship (March 4 – May 31, 2019).
- Position located at GEC's offices in Portland, Oregon, with ability to work some hours remotely.
- 20 hours per week (latitude to set your own schedule as long as weekly deliverables are met).
- Ideal candidate has analytical/computation and basic Adobe InDesign skills plus impeccable attention to detail.

Position Summary:

Help support GEC's EPEAT Purchaser Awards program including:

- Calculate and aggregate environmental & cost benefits resulting from annual procurement of EPEAT-registered IT products using GEC's Environmental Benefits Calculator and the US EPA's Electronics Environmental Benefits Calculator.
- Reconcile purchaser product procurement lists with online EPEAT Registry in order to determine total EPEAT unit procurement, by product type and tier.
- Create and mail awards packets for award-winning organizations.
- Update Purchaser Profiles on GEC website with awards and environmental benefits information.
- Track and deliver all awardee data in master Excel file.

Qualifications:

- Full or part-time Graduate student pursuing a Business, Communications, Sustainability, MBA or IT degree.
- Ability to sort and analyze data quickly and accurately.

- Strong computational skills.
- Know Wordpress or HTML, Adobe InDesign, & Microsoft Excel, or can quickly learn.
- Organized, with strong attention to detail.
- Passionate about sustainability, IT and, in a perfect world, procurement.
- Team player, professional demeanor, curious with good research skills.

Application Process:

Submit a resume and writing sample to 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 are looking to decide on a candidate by February 28, 2019. Internship start date is the week of March 4, 2019 but candidates can start earlier, 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 5th of each month).