The 71% Project Lead Intern
Position Description

Overview
The 71% Project is a core program of the Office of Sustainability (OoS) at the College of Charleston, which aims to raise awareness about how humans impact the waterways with a focus on solutions and alternatives. The Lead Intern is responsible for generating educational content and devising innovative strategies to connect the community to the environment with an emphasis on inducing shifts in consumer behavior through education. This position involves a high degree of collaboration and strong communication skills. Primary duties include interacting with the campus and greater Charleston community through event coordination and other means and collecting and analyzing data to gauge impact.

Duties
The duties outlined below may be amended as needed. The 71% Project Lead Intern will:

- Proactively seek opportunities to engage the campus and greater Charleston community in initiatives aimed at reducing microplastics in the waterways and promoting sustainable seafood (e.g., Strawless Week, Annual Sustainable Seafood Dinner, and CofC’s Annual Sustainability Week)
- Represent the Project during student organization tabling events
- Maintain existing partnerships with the South Carolina Aquarium and other key OoS partners
- Attend the Charleston Green Drinks monthly networking events and report key takeaways with the OoS Team
- Organize and advertise routine CofC campus litter sweeps
- Coordinate with the Media Team to create promotional materials for the Project, including the Project brochure, and alert Media Team of content changes to ensure the OoS website stays up-to-date

In addition to the specific duties mentioned above, the 71% Project Lead Intern will be required to complete the following* as part of the core Office of Sustainability Internship Program:

- Attend weekly meetings and mandatory Office events and trainings, including Orientation
- Maintain a project journal
- Set Internship goals, produce a project timeline, and complete an Internship Checklist to monitor progress
- Meet with Staff Advisor on a semimonthly basis (2x/month)
- Submit weekly updates to Staff Advisor
- Complete one self-assessment
- Respond to the Internship Program Exit Survey

*Note: The time spent completing the above counts toward the Program’s hour requirements.

This position requires a minimum commitment of 1 semester and 12 hours per week during the academic year. Contract extensions are contingent upon performance evaluations and student interest. They will report to their Staff Advisor and the Intern & Student Coordinator.