Outreach & Community Partnerships Intern
Position Description

Overview
The Outreach & Community Partnerships Intern in the Office of Sustainability (OoS) at the College of Charleston (CofC) is primarily responsible for connecting the campus and greater Charleston area to the OoS by developing, implementing, and evaluating marketing initiatives in support of the OoS’s activities and events. This position requires a professional presence, strong communication skills, and collaboration across Office Teams.

Duties
The duties outlined below may be amended as needed. The Outreach & Community Partnerships Intern will:

- Market the Office’s function, events, and Internship openings to the campus community through class visits, student organization tabling sessions, and orientation presentations
- Encourage other OoS Interns to volunteer for Office of Sustainability events
- Promote events to CofC Students, Faculty, and Staff to encourage attendance
- Inform other CofC offices and community partners about the Office’s functions and events through the creation of a monthly newsletter
- Meet regularly with the OoS Media Team and alert CofC Marketing of OoS activities and events when authorized by the OoS Media Manager
- Coordinate with the Zero Waste Team
- Support OoS Staff and fellow Interns as needed

In addition to the specific duties mentioned above, the Outreach & Community Partnerships 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 10 hours per week during the academic semester. Contract extensions are contingent upon performance evaluations and student interest. They will report to their assigned OoS Staff Advisor and the Intern & Student Coordinator.