

The Center for Environmental Justice and Sustainability (CEJS) is looking for a Communications and Program Assistant intern employee for winter quarter 2025. This is a 3-5 credit internship (unpaid) position!

Position Description:

- Edit CEJS website content, manage social media, and create newsletters
- Develop graphics, signage, flyers related to sustainability
- Assist in coordination and promotion of sustainability events on campus
- Network with student clubs to create/advance partnerships for sustainability initiatives at SU
- Assist in collecting and analyzing data for SU's Greenhouse Gas Emissions inventory and STARS (Sustainable Tracking Assessment and Rating System)
- Assist in research projects and provide support to the work of SU's Laudato Si Action Platform (SU's sustainability commitment and goals)

Minimum Job Qualifications:

Seattle University student with outstanding writing skills, an understanding of strategic communications, and a passion for website content management, campus outreach, event coordination, and networking. Strong interest in advancing environmental justice and sustainability at SeattleU.

Duration: one or two quarters (winter quarter 2025 with possibility for spring quarter 2025)

Hours per week: Interns should expect to spend approximately 9.0 hours/week (for 3 credits) to 15.0 hours/week (for 5 credits)

Salary Level: This is an unpaid position but can provide 3-5 Internship Credit units.

Application deadline: Tuesday, November 26, 2024

To apply for the internship, please send a resume and 1-page cover letter describing your interest and qualifications to Yolanda Cieters, cietersy@seattleu.edu. Please ensure that your email subject heading indicates "CEJS Internship application: Communication and Program Assistant for-credit position 2025"