

Summer Internship with Sustainable San Mateo County



Help cities and businesses in San Mateo County adopt new sustainability policies, ordinances, projects and industry standards by introducing them to sustainability solutions that have been implemented successfully elsewhere. This project involves researching best practices by progressive cities and businesses and expanding Sustainable San Mateo County's Sustainability Ideas Bank with proven solutions, thus speeding up the process of adopting new ideas.

Key details: Interns working on this project will gain a strong understanding of how local governments and businesses shape and adopt new policies and industry practices. They will research topics such as affordable housing, biodiversity, building electrification, waste management, renewable energy and transportation, then they will summarize the best solutions. They will interview leaders from cities, San Mateo County, local nonprofits and businesses to research new ideas. SSMC has been measuring annual sustainability progress by cities in San Mateo County since 1997 and will introduce interns to experts on various sustainability topics.

The interns will expand the Sustainability Ideas Bank that can be viewed online at <https://sustainablesanmateo.org/sustainability-ideas-bank>. Local leaders have expressed great enthusiasm for the Ideas Bank as a way of accelerating sustainability.

Skills needed: The interns should have a passion for sustainability, be self-motivated, responsible and able to work independently. They must have excellent communication skills, be detail oriented and have strong research experience. Web/computer savvy is essential, including experience with Excel and PowerPoint. Experience with online content management is a plus. Knowledge of local government and/or business communities is desirable.

Location: All work and meetings will be done remotely. If health conditions permit, we would like to invite interns living nearby to a get acquainted meeting.

Time commitment expected from participants: The applicants may choose the weeks during summer break when they wish to work. They are expected to work at least 20 hours per week for at least six weeks. One group check-in meeting will be scheduled at a regular time each week and interns will also meet individually with their supervisor at least once a week. Otherwise, work hours are flexible.

Application process:

Please tell us in 250 words or less why you are interested in this position and explain your qualifications. Send your application with your resume and your contact information to advocate@sustainablesanmateo.org. We will interview candidates and check references before making an offer.