Sustainable
San Mateo County

Economy. Equity. Environment.

2024 Summer Internship

Sustainable San Mateo County (SSMC) is a nonprofit organization committed to promoting sustainability progress and environmental stewardship in San Mateo County, California. Founded in 1992, the organization has been a driving force in raising awareness and implementing initiatives that address critical issues related to the environment, social equity and economic resilience (the "three E's" of sustainability). SSMC's mission and vision center on fostering a sustainable and thriving community by engaging residents, businesses and local government in collaborative efforts to create a resilient and environmentally sustainable region.

Sustainable San Mateo County's **summer internship program** is centered around the Sustainability Ideas Bank, one of SSMC's core programs. The **Sustainability Ideas Bank** gives government and community leaders access to descriptions of successfully implemented solutions—policies, laws and technologies—to quickly advance their sustainability goals.

Summer Project
The summer project involves researching best practices and expanding the Sustainability Ideas Bank. Interns working on this project will gain a strong understanding of how local governments shape and adopt new policies and programs. They will research solutions to challenges such as electrification, social equity, biodiversity conservation and alternative transportation. As part of their research, interns will interview and meet with subject-matter experts and local leaders (from cities, the county, nonprofits and industry). Interns document their findings and best practices and present them to the community for additional feedback and discussion.

Skills Required
Interns should have a passion for sustainability and/or policy, 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 Google Drive, Google Sheets/Excel and Google Slides/PowerPoint. Experience with online content management is a plus.

Time Commitment
The program starts June 24 and applicants are expected to commit to at least 8 weeks of work, for a minimum of 20 hours per week. SSMC's office is fully remote, and weekly online meetings during workday hours are required. Some in-person meetings may be required.

How to Apply
Please tell us in 250 words or less why you are interested in the internship and explain your qualifications. Send your application, resume, contact information and two references to recruitment@sustainablesanmateo.org. (We will interview candidates and check references before making an offer.)