** Position Announcement **
Office of Sustainability
Facilities Services Department
University of Tennessee, Knoxville
http://environment.utk.edu

Position  
Student Sustainability Intern - Communications and Outreach Assistant

Compensation  
$8.00 per hour

Work Hours  
Approximately 5 - 15 hours per week for Fall 2018 with the potential for a longer term arrangement. Start and end dates are flexible.

Responsibilities  
The Student Sustainability Intern will assist the Sustainability Manager and Outreach Coordinator with the planning, implementation, and promotion of efforts to reduce the social, economic, and environmental impact of UT Knoxville (UT) operations. Support for the position is provided by the Facilities Services Department and the Student Environmental Initiatives Fee.

Responsibilities of the position will include:

- Working with the Outreach Coordinator to develop new marketing strategies as well as promotional/educational content for office publications
- Assist in managing and increasing the reach of the office’s social media presence (Facebook, Twitter, and Instagram)
- Acting as a representative for the Office of Sustainability at student orientations and various environmental trainings throughout the semester
- Assist the Outreach Coordinator in making the monthly newsletter, The Green Leaf
- Table on campus regularly and inform students of different services and opportunities our office offers
- Creating promotional materials and media to support the OoS
- Planning activities and events to support the OoS
- Supporting other OoS and Facilities Services projects as needed

Skills/Experience
Required  
- Strong organizational and time management skills
- Excellent written and oral communications skills

Preferred  
- Photoshop, WordPress, Graphic Design and general website management skills
- Interest in environmental education and resource conservation
- Knowledgeable about Knoxville and the UT campus

Additional Requirements  
- Must be enrolled as a UT student for Fall 2018

To Apply  
Email your cover letter and resume to sustainability@utk.edu

Questions?  
Email Carolyn Brown, Outreach Coordinator, at cbrow200@utk.edu