


Internship Opportunity with the McGill Office of Sustainability 2017

POSITION

Sustainability Projects Fund (SPF) Administrative Intern

CONTEXT

The mission of the [MOOS](#) ( moose) is to create a culture of sustainability at McGill. MOOS aims to identify, connect, and enhance efforts to incorporate principles of sustainability (ecological, social, and economic) into research, education, connectivity, operations, and governance & administration at McGill. We provide the institutional memory and knowledge, the network of partners, the framework for sustainability at McGill ([Vision 2020](#)), and the seed funding ([Sustainability Projects Fund](#)) to facilitate the sustainability efforts of students, faculty, and staff.

The Sustainability Projects Fund (SPF) is a funding source of approximately \$880,000 per year that is mandated to "build a culture of sustainability on McGill campuses through the development and seed-funding of interdisciplinary projects." The SPF Administrative Intern will provide support for the SPF administrative processes, including application support, deliverables support, as well as data management and reporting. This position offers an intern the opportunity to gain experience in the area of grant-making and project evaluation, in addition to practical experience with administrative processes of an office. The SPF Administrative Intern will be working under the direct supervision of the SPF Administrator.

WHAT YOU CAN EXPECT

- Meaningful work that will contribute to the success of the Sustainability Projects Fund
- A passionate and caring team work environment
- The opportunity to set both personal and professional goals to work toward and reflect upon
- Being able to be first and foremost a student

DUTIES

- Provide general administrative support for SPF operations, which includes:
 - Preparing, saving, and organizing documents and templates
 - Providing logistical support for meetings,
 - Entering data into spreadsheets, and
 - Documenting internal processes for institutional memory
- Provide support for the SPF application process, which may include any of the following tasks, as needed:
 - Providing grant-writing support for identified areas of interest,
 - Host an application writing support event, and/or
 - Gathering, curating, and drafting briefing information for potential SPF project ideas
- Collect impact information through various means (e.g. interviews and story collection), analyse available reporting data, and prepare content to be included in SPF materials
- Other tasks as opportunities or interests arise

SKILLS AND QUALIFICATIONS

- Excellent computer skills with strong experience working with Excel
- Detail-oriented with outstanding organizational abilities
- Ability to keep track of, prioritize, and complete multiple tasks
- Strong written and verbal communication skills
- Ability to take initiative and work independently
- Interest in systems thinking and simplifying complex challenges
- Interest in impact measurement and data management
- Experience in grant writing and/or budgeting an asset
- Knowledge of the Sustainability Projects Fund and sustainability initiatives on campus an asset
- Preference will be given to current McGill students; students from all faculties are welcome to apply

HOURS: 5-10 hours a week, from May 2017 through December 2017

REMUNERATION: \$15 per hour + 4% vacation pay and compensation for Legal Holidays.

SUPERVISOR: Krista Houser, Sustainability Officer & SPF Administrator

DEADLINE TO APPLY: March 10, 2017 by 5:00 PM.

PLANNED START DATE (flexible): May 1, 2017

HOW TO APPLY: Please email your C.V. and cover letter to krista.houser@mcgill.ca in Word or PDF format entitled *firstname_lastname_CV* and *firstname_lastname_cover letter* with subject line: SPF Administrative Intern. We encourage Work Study students to apply.

FOR MORE INFORMATION: Sustainability Officer & SPF Administrator, Krista Houser, (514) 398-1003, krista.houser@mcgill.ca. See also: our [website](#), [facebook](#), and [twitter](#).

The McGill Office of Sustainability (MOOS) values the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourages women, Indigenous people, people of colour, people identifying as LGBTTQI (lesbian, gay, bisexual, transgendered, two-spirited, queer, intersex), members of ethnic minorities, immigrants and people with disabilities to apply. Please indicate if you consider yourself to be a member of one of these groups and would like to be considered as such for the purpose of this hiring process.