

Internship Opportunity with the McGill Office of Sustainability

POSITION

Office Assistant C (Sustainability Projects Fund Intern)

CONTEXT

The mission of the [MOOS](#) (*noose*) 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 \$900,000 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 Intern will provide support for the SPF processes, including application support, 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 Intern will be working under the direct supervision of the SPF Steward.

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 support for SPF operations, which includes:
 - Preparing, saving, and organizing documents and templates,
 - Organizing special events, meetings, and sessions, as well as
 - Processing data.
- 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,
 - Hosting an application-related event, and/or
 - Gathering, curating, and drafting briefing information for potential SPF project ideas
- 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 late August 2018 through April 2019

REMUNERATION: \$15.15 per hour + 4% vacation pay and compensation for Legal Holidays.

SUPERVISOR: Krista Houser, Sustainability Officer & SPF Steward

DEADLINE TO APPLY: April 8, 2018 at Midnight

PLANNED START DATE (flexible): August 20, 2018

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 Intern. We encourage Work Study students to apply.

FOR MORE INFORMATION: Sustainability Officer & SPF Steward, 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 LGBTTTQI (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.