

Internship Opportunity - McGill Office of Sustainability 2017

POSITION

Sustainability Monitoring and Reporting Intern

CONTEXT

The mission of the McGill Office of Sustainability (MOOS) 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.

WHAT YOU CAN EXPECT

- A passionate work environment with a dynamic, supportive, and caring team.
- Personal and professional growth through careful setting of your own goals and objectives to work toward and reflect upon.
- Meaningful work that will contribute to the growth of the sustainability movement at McGill.
- Being able to be first and foremost a student.

DUTIES:

MOOS compiles various sustainability reports for the University, including the Sustainability Tracking, Assessment & Rating System (STARS) developed by the Association for the Advancement of Sustainability in Higher Education (AASHE). MOOS is recruiting a Sustainability Monitoring and Reporting Intern to:

- Perform a gap analysis of McGill's STARS report, analyzing data and benchmarking performance with peer universities to identify potential areas of improvement.
- As required, work with key partners to identify current sustainability reporting practices (including performance indicators, surveys, etc.) and gather data to complete McGill's sustainability report(s).
- Prepare summaries of data gathered to facilitate communication of information to the community.
- Perform other duties as necessary.

REQUIRED SKILLS:

- Previous knowledge/experience with sustainability monitoring and reporting systems/indicators is considered a significant asset;
- Ability to convey complex data into a synthesized summary for a broad audience;
- High degree of professionalism;
- Experience with preparing infographics and data visualization an asset;
- Excellent research, analytical and organizational skills;
- Detail oriented;

- Self-starting, with ability to work independently with minimal supervision;
- Ability to keep track of, prioritize, and complete multiple tasks;
- English written/spoken. French written/spoken an asset;
- Excellent knowledge of Microsoft Office software, especially Excel. Access an asset.

Students from all faculties are welcome to apply.

HOURS: 10 hours per week

DURATION: February 2017 – June/July 2017

RENUMERATION: \$15.00 per hour + 4% vacation pay and compensation for legal holidays.

HOW TO APPLY: CV and cover letter should be sent to kathleen.ng@mcgill.ca by January 23, 5:00 PM.

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.