Position Description

CLF Ventures seeks a Program Intern to participate in project development, support, and implementation in a unique and challenging, small-team consulting environment. The Intern will be expected to work both independently and collaboratively, as well as be able to perform a range of activities such as researching emerging environmental regulations, publication development, coordinating meeting logistics, exploring contemporary topics in corporate environmental practice, or assisting with project communications and outreach to characterize innovative market-based solutions to sustainability challenges.

The position is part-time through the summer of 2011. Applicants should be available to start by the end of May or early June and work between 20 and 30 hours/week. We expect that the Intern will be able to carry out assignments with limited supervision, provide support for multiple projects, and advance our overall mission through creative and strategic contributions to the organization and the work functions performed for our clients. Past interns have, for example, researched environmental risks for emerging technologies, helped develop a carbon calculator, and analyzed waste management methods.

The position provides ample opportunity to develop professional consulting skills in a small and innovative team environment. We are currently able to provide a nominal stipend. Candidates who are eligible for work study are encouraged to apply. When contacting us, please indicate your stipend needs and eligibility for Federal work study or other supplemental funding.

Individuals not currently enrolled in a degree program will be considered for volunteer positions.

Candidate Education and Skills

- Current graduate-level study in environmental science/studies, environmental/land-use/urban planning, environmental/public policy or environmental/resource management, or a program in economics, business administration, or communications with an environmental focus.
- Solid communication and analytical skills; understanding of the legal, environmental, political, economic, and social aspects of the work.
- Proficiency in Microsoft applications including Word, Power Point, and Excel. Familiarity with any of the following is also desirable: Microsoft Project, Visio, or Access; HTML/ Dreamweaver, ArcGIS, Google Earth Pro.
- Creativity, tenacity, good humor, and a high level of energy.

Organizational Overview

CLF Ventures (CLFV) is a non-profit affiliate of the Conservation Law Foundation, New England’s most influential environmental advocacy organization. CLFV provides technical, strategic and communications expertise to implement projects with long lasting environmental benefits. CLFV works in collaboration with public and private organizations to advance sustainable innovation and bring about positive environmental change.

Applicant Information

TO APPLY: Send resume and a cover letter stating your stipend needs, dates/times of availability, and work study eligibility if applicable, by April 1, 2011, to Paul Calzada at pcalzada@clf.org.