

Environmental Programs Intern – Tufts Institute of the Environment

Job Description

Tufts Institute of the Environment (TIE) is seeking a graduate or undergraduate student to assist with tasks related to managing and executing TIE's programs and initiatives. Duties will involve supporting the basic administrative functions of an office as well as assisting with program design, deployment, evaluation and marketing. This position is ideal for students interested in learning more about what happens behind the scenes to ensure TIE's programs are executed on time and above expectations. The person will get experience working directly on environmentally-related programs, and gain transferable skills across environmental industries. Example tasks may include: maintaining records and files; administering surveys; generating reports and other data analysis; updating website pages; organizing event logistics; participating in and facilitating program events; administering internal and external direct communications; and assisting with other tasks as needed. Interested students should send: 1) Cover letter 2) Resume. Applications will be reviewed on a rolling basis. NOTE: Applications submitted without a cover letter will NOT be considered.

Job Requirements

Required Skills & Qualifications: reliable, detail-oriented, proficient in Microsoft Word and Excel (preferably also Microsoft Access), experience gathering and managing data, professionalism in oral and written communications, interested in the environment. Preferred Skills & Qualifications – Knowledge of environmental programs at Tufts, proficient in Wordpress. Students from any Tufts program are encouraged to apply.

This position would begin in Fall 2019 and run through the semester, with an option to extend into the Spring semester.

Hours

5-20 hrs per week

Compensation is commensurate with applicant experience.

Apply through Handshake [here](#) or send resume and cover letter to tie@tufts.edu