Oregon BEST Internship Opportunity – Operations & Metrics Intern

Deadline: Open until filled.

Start date: As soon as possible after hiring decision.

Duration: Initially through June 2016, but would prefer a candidate interested in extending the internship through June 2017 if both the intern and Oregon BEST desire. Please indicate your availability for both the current and the following academic year in your cover letter.

Oregon BEST (www.oregonbest.org) is the nexus for clean technology innovation. We build capability, convene collaborations, and accelerate the solutions to environmental challenges that deliver prosperity in all corners of Oregon.

Oregon BEST seeks to hire an intern who will work closely with the Oregon BEST Executive Director, Finance & Operations Manager, and other staff members in completing operations, organizational metrics tracking, Board of Directors support, and administrative activities.

Work schedule to be negotiated during normal business hours. 12-15 hours per week.

Specific projects/tasks may include:

- Gather internal and external data to track organizational performance. Maintain organizational metrics dashboard and create metrics reports for Board of Directors meetings
- Execute scheduling, planning, catering coordination, materials preparation, and logistics tasks for quarterly Oregon BEST Board of Directors meetings and other meetings
- Update documents used by the Board of Directors and keep online file storage organized. Support Board members and their staff in accessing information as needed.
- Take minutes at Oregon BEST Board of Directors meetings.
- Update communications contact databases.
- Other tasks and projects to support the smooth operations of the organization.

Qualifications:

- May be a graduate student or an undergraduate student with significant work experience
- Education or experience in business fundamentals
- Very strong organizational skills and detail orientation
- Strong Excel skills for developing and using project, metrics, and grant tracking spreadsheets, including creating graphs.
• Other software skills may be useful, so include any experience with other applications (e.g. graphic design, database tools, CRM applications, etc.)
• Strong written and verbal communication skills and ability to be assertive to get things done
• Comfortable working independently and with a team
• Commitment to principles of sustainability.

**Duration:** December 2015 - June 2016 (possible extension by mutual agreement)

**Compensation:** Graduate students: $1500 per term/$500 per month; Undergraduate students: $1200 per term/$400 per month (depending on the day and month that you begin the internship)
This position is being funded through the generous support of donors and the Institute for Sustainable Solutions to the Sustainability Internship Program (http://www.pdx.edu/sustainability/sustainability-internship-program) for the support of student career pathways in sustainability.

**Application:**
This position requires current enrollment as a PSU student. To confirm that you are formally admitted and enrolled, please email your full name and student ID to vancem@pdx.edu. Include the name of the internship you are applying for in the subject line. Once your status is confirmed, you will receive the full application instructions via email.