Position: Curriculum Intern

Location: St. Louis, MO 63116 (intern can work from anywhere in the US)
Organization: Northwest Earth Institute
Start date: January 2016

Description:
The Northwest Earth Institute (www.nwei.org) seeks a highly motivated and reliable individual for our internship program. The Curriculum Intern will work closely with the Director of Learning in publishing a revision of a course on Sustainable Systems at Work, as well as on other smaller curriculum-related projects. The internship will last three months, starting in January, 2016. The Intern is expected to work part-time (approximately 10 hours per week). Hours are flexible between 8 am-5 pm, Monday-Friday.

Responsibilities:
The Curriculum Intern’s job duties include, but are not limited to:

- Conducting research on business sustainability, sustainability leadership, diversity, other general sustainability issues, and learning theory
- Pursuing permissions contracts with identified publishers/authors
- Proofreading and copy editing curriculum materials
- Compiling information into short, easy-to-read articles and reports
- Developing learning activities, action plans, and other themed curricula
- Writing author bios/by-lines
- Data analysis and entry
- Outreach related to discussion course launch

Compensation:
The intern will receive a $500 stipend at the end of their three month period. NWEI is also willing to assist students in receiving class/internship/practicum credit (if eligible through your university).

For more information, please contact Lacy Cagle at lacy@nwei.org. To apply, send your resumé and a cover letter to lacy@nwei.org. Applications will be accepted until the position is filled.

The Northwest Earth Institute is an equal opportunity employer and strongly encourages individuals from diverse backgrounds to apply. We seek qualified applicants without regard to race, color, gender, religion, national origin, age, disability, marital status, or sexual orientation.