

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Business Partnership Internship Climate Solutions

SUMMARY:

Business Leaders for Climate Solutions (BLCS) brings together executives, entrepreneurs and investors from around the Northwest who are committed to strong action to reduce global warming pollution and regional leadership in the transition to a clean and energy efficient economy. The program was started to organize vital support in the business community for the public policy changes needed to address climate change. To date, we have recruited nearly 750 business leaders in Washington and Oregon, many of whom have become actively involved in advocating for strong public policies; written editorials in support of climate change policy for leading papers; and met with federal and state elected officials.

Climate Solutions is seeking an outgoing, energetic, self-motivated and outcome-oriented individual to help catalyze our BLCS Program. This internship is an unpaid and is designed to help us to bring BLCS to scale and train future leaders on critical skills. The Business Partnerships Intern will support a broad variety of activities relating to the BLCS program.

SCOPE OF WORK:

Business Partnerships

The Business Partnerships Intern will support the full range of activities relating to the BLCS program. Specific responsibilities include:

- Identifying and recruiting potential BLCS members;
- Communications with BLCS members and prospects, including regular electronic communications;
- Engaging BLCS members, prospects, and other members of the business community in relevant policy issues, including drafting and recruiting signatories for op-eds, letters to elected officials and other communications;
- Assisting in events relevant to business leaders;
- Research, analysis and writing on issues relevant to the business community;
- Managing the BLCS database

Fundraising

- Assisting in recruiting business sponsors for the Climate Solutions annual event and other opportunities.

Desired Skills and Experiences

- Excellent communication skills
- Strong writing and editing skills
- Self-starter with passion to build the network of businesses who are committed to clean and sustainable technologies and strong climate and clean energy policy.
- Familiar with computer and other communication technologies including Microsoft Office software.
- Experience with relational databases at a user level.
- Ability to work effectively both independently and with a team.
- Strong attention to detail.
- Flexibility and desire to take on additional responsibilities as opportunities and needs arise.
- Commitment to the mission and goals of Climate Solutions.