

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Training Internship The Natural Step

The Natural Step Network is a non-profit organization whose mission is to inspire, teach and connect businesses in their quest for sustainability. We bring a strategic and systemic approach to integrating sustainability into business and government. Please see more information about the organization on our website before applying.

About the Position: Training Internship

Join The Natural Step Network as a training intern and help design and deliver live and web-based learning programs. This internship will be ideal for someone who would like to develop and deliver learning programs on sustainability and would like to build hands on experience in training design and delivery.

Responsibilities:

- Research: gather data for case study background, training examples. Conduct interviews with sustainability leaders, collect a bank of exercises to use in training.
- Design: assist in layout of materials for training, PowerPoint, InDesign, Adobe Pro.
- Delivery: provide assistance in training delivery, based on experience and internship learning objectives.
- General: opportunity to assist at TNS events, assist with outreach, join in on office wide mayhem.

Required qualifications:

- Firm grasp on The Natural Step Framework
- Bachelors Degree in Environmental Science, Communications or equivalent.
- Ability to work undirected on material development/design.
- Organized self-starter with excellent time management skills.
- Excellent written (print and online content) and verbal communication skills.
- Flexible and able to work effectively in a dynamic team environment.

Preferred qualifications:

- Experience in web-based communications, social networking.
- Masters degree in related field of study
- In-depth understanding of Strategic Sustainable Development.
- General understanding of common tools and concepts related to sustainable development.
- Understanding of adult learning theory.
- Material/Web background experience.

Duration and Hours: 20-40 hours per week dependant on interns availability and program needs