R.W. Kern Center Internship

The R.W. Kern Center is seeking a student intern for 2021. The RWKC Intern will work with the Program Director on community and campus events and outreach, as well as on research or engagement projects that align with the student’s areas of interest and career goals. The Intern will be an integral member of the RWKC team, and will represent the RWKC and Living Building Challenge on campus and beyond.

We encourage students of all backgrounds and experiences to apply. If you are unsure if you qualify or have questions about the position, feel free to reach out to Sara Draper to discuss your individual circumstances.

Possible Intern Tasks:
- Assist in the planning, advertisement, and running of campus events and public tours
- Post on the RWKC web page and social media
- Help organize RWKC data and assets (photos, videos, contact database)
- Create digital or printed educational resources for visitors to the Kern Center
- Research current issues to guide decision-making (equity and access in the built environment, water policy and technology, occupant comfort, etc.)
- Act as a liaison to the campus and local community

About the Kern Center

The R.W. Kern Center contributes to a more sustainable, equitable, and ecologically restorative world by modeling positive transformation of the built environment. Through research, education, innovation, and operation, we share this mission with our campus community, building and design professions, and the general public.

About You

You are a mature, self-motivated individual interested in environmental and social sustainability. You are known for your stellar critical thinking skills, curiosity, and can-do attitude. You enjoy building relationships with others, and working collaboratively on complex problems. A skillful communicator, you are clear and engaging in emails, on the phone, and in person. Most important, you are respectful of all people and eager to share with and learn from the campus community.

Essential Qualifications
- Conscientious and detail-oriented; you can critique and edit your own work
- Team player with dedication to collaboration and connection
- Excellent writer with experience writing reports, news posts, and/or educational content
- Experience organizing and running community events, workshops, and discussions
- Confidentiality in dealing with sensitive materials and files
- Willingness to commit to a negotiated weekly schedule during office hours (about 8 hours/week), including occasional evening hours
Bonus Qualifications

- Knowledge of social justice issues, building systems, and/or environmental policy
- Knowledge of Living Building Challenge, R.W. Kern Center, and/or sustainable design
- Experience planning, implementing, and reporting back on self-guided research projects
- Graphic design skills, including Adobe Illustrator, InDesign, and/or Photoshop
- Wordpress experience (creating posts and managing pages)
- Database and/or spreadsheet creation and management
- Experience using Hampshire systems, including Intranet, Daily Digest, and Duplications
- Experience with social media platforms, including Facebook, Instagram, and Twitter

Hours and Availability

The RWKC intern will work approximately 8 hours per week during the Fall 2021 semester, ideally in 2 weekly shifts during normal business hours (M-F, 8am-4pm). Occasional evening/weekend work for event support or travel may be required.

The successful candidate must start by the week of October 18, 2021.

Compensation

This position is open to both work-study and non-work-study candidates.

Benefits

In addition to compensation, the RWKC Intern will:

- Gain experience in event planning, project management, outreach, and collaborative work
- Develop relationships with peers and professionals working in sustainability, the built environment, and higher education
- Incorporate their own interests/skills to support the mission of the RWKC
- Learn about the management and impact of Living Buildings
- Have the opportunity to attend meetings, events, or conferences as part of the RWKC team

To Apply

- Complete the [application](#) and submit one letter of recommendation from a faculty/staff member/recent employer by Friday, October 8, 2021.
- Qualified candidates will be invited to interview by Tuesday, October 12th.
- The successful candidate will be notified by Friday, October 15th.

Please contact Sara Draper with any questions: sdraper@hampshire.edu, x5949.