

## **One Planet Program Intern**

May 1 – Nov. 3, 2017

20 hours/week, \$13/hour

### **SUMMARY:**

The One Planet program is an employee engagement sustainability program to support our workforce. This short term annual program strives to inspire the people in our workforce to embrace the three pillars of sustainability and become better employees through cross training and educational opportunities.

The One Planet intern will coordinate the overall logistics for the program and is a key component of program success.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize One Planet tours including all logistics
- Manage and update program database
- Manage and update website
- Assist in developing program goals and messages
- Organize and facilitate meetings
- Communicate to staff
- Promote tours through marketing materials
- Assist in organizing subcommittees and supporting ambassadors
- Organize and distribute rewards
- Manage and update program metrics and data collection
- Ensure positive experiences for all participants

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong communication skills
- Strong organizational skills
- Ability to update and manage database
- Ability to work independently, self-starter
- Desire to learn
- Ability to effectively communicate both orally and in writing with strong interpersonal skills
- Knowledge and passion for sustainability concepts
- Understanding of engagement principles
- Ability to work in a team with adaptive leadership skills and problem solving
- Innovative and willing to try new things

**SELECTION PROCESS:** To apply, please send resume and cover letter to Michelle Finchum [mfinchum@fcgov.com](mailto:mfinchum@fcgov.com) by April 23<sup>th</sup>, 2017. Applications will be reviewed and selected candidates will be interviewed on April 28<sup>th</sup>. Post-offer background checks and drug test required.

**THE CITY OF FORT COLLINS IS AN EQUAL OPPORTUNITY EMPLOYER.**