



Position	Sustainability Planning Intern
Employment Type	Part Time, Minimum 16 hours per week, September 06 – December 09, 2011(approx.)
Salary	<i>Unpaid</i>
Location	WARM Training Center 4835 Michigan Avenue Detroit, Michigan 48210 Days and Hours of Operation: M - F, 8:30 am - 5:00 pm
How to Apply	All applicants must submit a cover letter, résumé and references. All application materials due by 5:00 pm on September 30th, 2011
Contact	Email application materials to Human Resources at apply@warmtraining.org
Website	www.warmtraining.org

Sustainability Planning Intern

Warm Training Center is seeking a motivated, detail-oriented individual to serve as a Sustainability Planning Intern. This individual should possess a strong desire to learn about sustainability and community planning as well as an eagerness to offer thoughtful suggestions and critical analysis. The Sustainability Planning Intern works directly with WARM Training staff. This internship is an excellent opportunity for anyone interested in urban planning and sustainable development.

The successful candidate is willing to provide research, create organized feedback, collaborate with a network of stakeholders and help with various other projects as requested. She or he should be able to balance organizational responsibilities with independent project management.

Application Procedure

Interested individuals should send a **cover letter, resume and three references electronically** in either MS Word or PDF format to apply@warmtraining.org with “Sustainability Planning Internship” in the Subject Line. In addition to describing the candidate’s interest in our organizational mission, the cover letter should indicate the candidate’s ability to meet the transportation requirements of the job. Applicants are encouraged to take extra time to detail their skills and experience in the cover letter. Accordingly, résumés must show relevant experience.

*****Incomplete submissions will not receive consideration.*****

Responsibilities

Under the direction of the WARM staff, the intern's primary responsibility is to help collaborate the resources necessary for sustainability projects. The duties include but are not limited to the following:

Responsibilities, continued

- Collecting, collating and organizing input from a variety of public input sessions;
- Researching sustainability strategies and case studies;
- Collecting, developing and organizing data;
- Collaborating with project participants;
- Building relationships with community leaders;
- Writing and designing databases and PowerPoint presentations;
- Other duties as assigned.

Qualifications

- At least three years of post-secondary education;
- Proficiency with Microsoft Office Suite and Google Apps;
- Ability to balance multiple assignments, meet deadlines and complete project plans;
- Positive attitude and some experience working with nonprofits;
- Independence tempered by the ability to follow direction and abide by a work plan;
- Ability to interact professionally with staff and associates;
- Strong organizational skills evidencing attention to detail.

Hours and Expectations

Hours will be flexible and be determined based on the student's schedule and availability. The position demands a minimum of 16 hours per week.

Timeline(s)

Positions are filled on a rolling basis throughout the year for the following periods: September-December; January-April; June-August.

Organizational Background

WARM Training Center is a non-profit organization that promotes the development of resource efficient, affordable, healthy homes and communities through education, training and technical assistance. WARM has been providing many of these services for 30 years in the greater Detroit metro area. Through the Southeast Michigan Regional Energy Office, WARM Training Center provides an extensive array of services throughout Southeast Michigan.

Equal Opportunity Employment Policy

WARM has a long-standing record of nondiscrimination because of race, color, religion, creed, national origin, ancestry, disability, weight, gender, sexual orientation or age. All WARM policies, practices and procedures relating to training, development and promotion are administered equally and in accordance with all applicable laws. All employees, interns and volunteers are responsible for complying with these policies, procedures and laws. It is also WARM's policy to give full and fair consideration to applications from disabled persons and to provide appropriate training, development and promotion prospects to persons with disabilities. WARM will regularly monitor these procedures to ensure continued compliance with the Equal Employment Opportunity guidelines.