



## County of Santa Clara Office of Sustainability Research, Networking & Policy Summer Internship June - August 2017

**Application Due:** Noon, Monday, May 1, 2017

**Salary:** \$19.73 – \$29.98/hour

**Location:** 2310 N. First Street, San Jose, California 95131

**Department:** Office of the County Executive

**Job Type:** Full-Time Summer Internship (9 week appointment)

**The Office of Sustainability seeks an accomplished student intern to support staff efforts to plan for the County's sustainable future. Come help us by researching and reviewing regional policy and networking with external partners to bolster the County's role in sustainability leadership.**

### **Policy Review:**

The County sustainability intern will conduct an in-depth review of local, regional, and statewide sustainability policies that affect County programs and operations. The intern shall produce an overall comparison document, illustrating timelines and goals for legislation and regulations by agency, with a need to identify both gaps and opportunities for further implementation work by the County.

### **Research:**

As the County continues its leadership role, it seeks to develop a regional advisory committee to inform its sustainability goals. One primary task for the intern will be to build a database of entities (public, private, and non-profit) currently involved in sustainability efforts within Santa Clara County. From this list, the intern shall build a contact record of sustainability representatives, addresses and their regular meetings. In parallel, the intern shall compile a database of projects and programs within the county that serve as excellent examples of sustainability. This catalog shall include images, addresses, contact information, and major milestones regarding meeting the sustainability goals of the region, state and beyond. Visits to these projects shall be documented via blog or social media.

### **Networking:**

Once a group database with contact information has been developed, the intern shall coordinate meetings with external entities to build relationships toward developing a regional advisory committee. A brief initial questionnaire, detailed interviews and site visits are anticipated for this phase of the internship.

### **Typical Tasks:**

- Research local public, private and non-profit organizations to determine primary representation for sustainability activity;
- Call, write, and meet representatives of regional organizations in professional manner;
- Collect, organize and synthesize notes from research, correspondence and meetings;
- Photograph and journalistically annotate inspiring environmentally-friendly projects;
- Manage online and/or social media materials with the professionalism, judgement and optimism necessary for a local public agency advancing sustainability objectives; and
- Comprehend resource values as expressed in mapping exercises as they are produced.

### **For more information on Student Internship Program eligibility, please review:**

<https://www.sccgov.org/sites/esa/employment/StudentInternshipProgram/Pages/sip-student.aspx>

### **HOW TO APPLY:**

An applicant must be enrolled in an upper division undergraduate or graduate school program that directly relates to sustainability, planning, science, law, policy, resource management, or design.

**First, submit an Official County Employment Application.** Go to: <https://www.governmentjobs.com/careers/santaclara/jobs/856656/official-job-application>

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Application to include an unofficial transcript & proof of enrollment.

**Second, provide a cover letter, resume, and attach answers to the following questions in a brief of fewer than 1,000 words (total) to the Office of Sustainability:**

- How has your current academic program prepared you for this internship?
- Is there a project you have led, either in a professional or school setting, that prepared you for this internship? If yes, please explain.
- What experience or problem inspired you to pursue a career in sustainability? Please detail that event and explain how this internship can advance your passion?

Please forward these materials to [sustainability@ceo.sccgov.org](mailto:sustainability@ceo.sccgov.org) by Noon on May, 1, 2017, with "Internship 2017" in the subject attached as a single PDF file.

The mission of the County of Santa Clara is to *plan* for the needs of a dynamic community, *provide* quality services, and *promote* a healthy, safe and prosperous community for all.