

## **Job Posting: Summer Intern – Sustainability Coordinator**

Reeve Consulting is a boutique consultancy based in Vancouver, BC specializing in the development and implementation of ethical and sustainable purchasing programming for business, government and non-profit organizations in BC and across North America. We seek an experienced sustainability consultant committed to ethical and green purchasing and who is passionate about helping organizations implement successful sustainability programs.

### **Responsibilities will include:**

- Best practices and industry trends research
- Supporting client meetings / note-taking
- Report writing, editing and production
- Maintaining the corporate website and blog including researching blog articles
- Networking and developing new business opportunities to grow the firm
- Writing proposals
- Producing & updating marketing materials
- Maintain industry events calendar
- And coordinating speaking opportunities
- Research sustainability guidelines and standards

### **The incumbent will have the following qualifications:**

- Currently enrolled University / college degree or equivalent business experience in corporate social responsibility, sustainability, community development, marketing, communications, supply chain or environmental studies
- A strong knowledge of sustainability issues and ethical and sustainable purchasing

### **Requirements and success factors include:**

- Excellent verbal and written communication skills, presentation skills and outstanding diplomacy
- Excellent business writing skills, including blogs, press releases, proposals
- Experience with training, communications and facilitation
- Demonstrated skills in coordinating multiple complex projects and client relationships
- Knowledge and understanding of organizational sustainability issues, policies and practices
- Talent at developing and managing relationships with potential clients and partners
- Strong knowledge or ability to learn about other technical applications (Examples: project management software, PowerPoint, adobe PDF reviewing, screen sharing software, online calendars)
- Experience in, and familiarity with, the procurement process and ethical sourcing issues
- Well-practiced analytical and critical thinking skills and creative problem solving ability
- Have an understanding of Adult education and learning principles

We are looking for someone to join our team in a full-time summer intern. Working hours are flexible and candidates should be comfortable working in the office in Vancouver as well as virtually. Candidates should expect to should have their own laptop computers equipped with MS Office and a mobile phone. Salary will be based on an hourly rate and will be commensurate with experience.

We are an innovative, exciting and growing firm. This position offers a great opportunity to learn about the inner workings of a small consultancy and offers potential for career growth. We are hoping to attract motivated, tech-savvy individuals who are driven to make a positive contribution to their team and their community. For more information on Reeve Consulting, please visit our website at [www.reeveconsulting.com](http://www.reeveconsulting.com)

If you are interested in this opportunity you must send your curriculum vitae with a covering letter by email to [info@reeveconsulting.com](mailto:info@reeveconsulting.com) by **June 1, 2012**. Please identify the name of the position that you are applying for in the subject line of your email and cover letter.