

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

Reeve Consulting is a boutique consultancy based in Vancouver, BC specializing in the development and implementation of sustainable strategies and responsible supply chain management programming. Our clients include some of the most visible organizations within the private, non-profit, and government sectors throughout North America. We are an innovative, exciting and growing firm seeking a student with experience as a business consultant who specializes in sustainability and is knowledgeable about organizational change management structures, experienced in assisting organizations to implement successful sustainability programs, and committed to hard work.

### **The Opportunity**

- Support Reeve on emerging client work and special projects
- Research trending sustainability guidelines and standards
- Develop corporate best practice strategies and compile leading industry standards
- Produce client reports, business development proposals, and grant applications
- Research and write compelling blog articles highlighting leading sustainability trends
- Support marketing initiatives for e-learning programs

### **Who We're Seeking**

- You are hardworking and detail oriented
- You are currently enrolled in a university / college program in business, communications and/or digital marketing with a demonstrable focus on corporate social responsibility, sustainability, supply chain management or environmental studies
- You are tech-savvy and motivated to manage all office software applications
- You have a strong knowledge of corporate social responsibility and sustainable purchasing
- You have knowledge of and experience in marketing and at least two of the following areas:
  - Business and sustainability
  - Communications
  - Digital marketing
  - Copywriting
  - E-commerce

### **Success factors**

- Outstanding verbal and written communication skills – you can quickly produce well-written business reports, proposals, short articles and blogs
- Demonstrates exceptional skill in coordinating multiple projects
- Strong knowledge of or ability to learn MS Office, Adobe, Webex, Zoho and WordPress
- Well-practiced analytical and critical thinking skills and creative problem solving ability

We are looking for someone to join our team as a full-time summer intern. Working hours are 9 to 5 and you should be comfortable working in the office in Vancouver and occasionally virtually. You must have your own laptop computer, equipped with MS Office, and a mobile phone. Salary will be based on an hourly rate and will be commensurate with experience.

This position is a great opportunity to learn about the inner workings of a small consultancy and offers potential for career growth. We are hoping to attract a motivated, tech-savvy individual who is driven to make a positive contribution. For more information, please visit our blog at <http://blog.reeveconsulting.com/>.

If you are interested in this opportunity, send your curriculum vitae with a covering letter by email to [info@reeveconsulting.com](mailto:info@reeveconsulting.com) by **May 3, 2013**. Applications received in any other form will not be considered. Please identify the name of the position that you are applying for in the subject line of your email and cover letter.