

## Montgomery County Office of Energy and Sustainability

### Energy and Sustainability Videography Unpaid Intern

Montgomery County's Office of Energy and Sustainability is seeking an unpaid intern to assist with sharing the story of how the County is leading by example with sustainable buildings, fleet, lands, and offices. The Videography Intern will:

- Take photographs and video of a wide variety of sustainable operations within the County, including solar panel installations, green roofs, rain gardens, electric vehicles, sustainable purchasing, etc.
- Document events, conferences, and other activities with photographs and video as needed.
- Work with the Sustainability Program Manager to storyboard, film, and edit brief documentary films on County sustainable operations as well as promotional and/or instructional videos for County staff on sustainable behavior.
- As time allows, conduct research on funding, apps, web-based tools, and gamification of behavior-based sustainability programs.
- Perform administrative tasks as needs arise, such as organizing electronic photo files and proofreading website text.

This internship provides opportunities for building career skills in research and communications and learning about environmental conservation. For example, the intern can build a portfolio of finished videos for future job applications and may attend meetings, conferences and/or workshops on a variety of sustainability topics, such as green buildings, solar and wind energy, and waste reduction.

The ideal candidate would be a college or graduate student or recent graduate who is studying communications, film, journalism, sustainability, environmental science, or a related field; has demonstrated videography and photography skills; and has strong written and verbal communication skills. Experience with infographics and social media is a plus. Personal interest in and commitment to sustainable living is preferred.

For spring or fall, 20 hours per week are preferred. For summer, 30 hours per week are preferred. To apply, submit a copy of your resume and a cover letter detailing your interest, qualifications, and availability (days and hours, start and end dates) to [DGS.Green@montgomerycountymd.gov](mailto:DGS.Green@montgomerycountymd.gov). Please include relevant examples of your work, such as links to video clips, writing samples, or layout/design samples. Application deadlines: Summer: May 15; Fall: August 15; Spring: February 15. This is an unpaid internship. Flexibility in hours and partial telework are available to accommodate the unpaid intern's classes and jobs.



## Montgomery County Office of Energy and Sustainability

### Energy and Sustainability Graphic Design and Communications Unpaid Intern

Montgomery County's Office of Energy and Sustainability is seeking an unpaid intern to assist with sharing the story of how the County is leading by example with sustainable buildings, fleet, lands, and offices. The Graphic Design and Communications Intern will:

- Develop infographics to represent the County's sustainability goals and progress achieved.
- Assist with the production of promotional and educational posters, pamphlets, PowerPoint presentations, and other media to communicate about County sustainable operations.
- Interview County staff and write brief pieces on their contributions to sustainable County operations for the website, social media, and department newsletter.
- Take photographs of a wide variety of sustainable operations within the County, including solar panel installations, green roofs, rain gardens, electric vehicles, sustainable purchasing, etc.
- Document events, conferences, and other activities with photographs and video.
- Research and compile tips, resources, and tools for sustainable that the Office of Energy and Sustainability can use for social media posts.
- Perform administrative tasks as needs arise, such as organizing electronic photo files and proofreading website text.

This internship provides opportunities for building career skills in research and communications and learning about environmental conservation. For example, the intern can build a portfolio of graphic art and writing samples for future job applications and may attend meetings, conferences and/or workshops on a variety of sustainability topics, such as green buildings, solar and wind energy, and waste reduction.

The ideal candidate would be a college or graduate student or recent graduate who is studying communications, film, journalism, sustainability, environmental science, or a related field; has demonstrated graphic design skills; and has strong written and verbal communication skills. Experience with infographics, social media, and photography is a plus. Personal interest in and commitment to sustainable living is preferred.

For spring or fall, 20 hours per week are preferred. For summer, 30 hours per week are preferred. To apply, submit a copy of your resume and a cover letter detailing your interest, qualifications, and availability (days and hours, start and end dates) to [DGS.Green@montgomerycountymd.gov](mailto:DGS.Green@montgomerycountymd.gov). Please include relevant examples of your work, such as links to video clips, writing samples, or layout/design samples. Application deadlines: Summer: May 15; Fall: August 15; Spring: February 15. This is an unpaid internship. Flexibility in hours and partial telework are available to accommodate the unpaid intern's classes and jobs.



## Montgomery County Office of Energy and Sustainability

### Work Green Unpaid Intern

Montgomery County's Office of Energy and Sustainability is seeking an unpaid intern to provide research and outreach support to Work Green, a new program to engage County government employees in eco-friendly actions at work and at home. Through the program, employees take simple actions to protect the planet, be healthy, limit waste, and save money. Actions may include energy and water conservation, recycling, green purchasing, low-impact commuting, and more. The Work Green Intern will:

- Research environmental, social, and economic impacts of each green office action identified by program staff and employee Green Teams.
- Develop presentations and fact sheets for each green office action based on its associated environmental, social, and economic benefits.
- Assist with development of promotional signage, emails, and other materials for a variety of green office campaigns.
- Assist with data collection as needed, including conducting surveys and audits associated with a variety of green office actions.
- Compile and analyze survey results and other metrics to track progress of campaigns.
- Assist Green Teams and program staff with planning and coordination of educational activities and events.
- Perform administrative tasks as needs arise, such as data entry, drafting and distributing meeting notes, and proofreading promotional materials for green office campaigns.

This internship provides opportunities for building career skills in research and communications and learning about environmental conservation. For example, the intern can build a portfolio of research results and promotional materials for future job applications and may attend meetings, conferences and/or workshops on a variety of sustainability topics, such as green buildings, solar and wind energy, and waste reduction.

The ideal candidate would be a college or graduate student or recent graduate who is studying sustainability, environmental science, or a related field; has demonstrated research skills; and has strong written and verbal communication skills. Experience with development promotional materials for environmental campaigns is a plus. Personal interest in and commitment to sustainable living is preferred. High school students with strong research and communications skills will also be considered.

For spring or fall, 20 hours per week are preferred. For summer, 30 hours per week are preferred. To apply, submit a copy of your resume and a cover letter detailing your interest, qualifications, and availability (days and hours, start and end dates) to [DGS.Green@montgomerycountymd.gov](mailto:DGS.Green@montgomerycountymd.gov). Please include relevant examples of your work, such as links to video clips, writing samples, or layout/design samples. Application deadlines: Summer: May 15; Fall: August 15; Spring: February 15. This is an unpaid internship. Flexibility in hours and partial telework are available to accommodate the unpaid intern's classes and jobs.

