



**JOB TITLE/ ROLE:**

Sustainability Intern

Support the execution of the company-wide strategic sustainability initiative across both firms. The sustainability team's primary goal is to integrate a passion and expertise for healthy and environmentally conscious throughout the company. Ensure that the company's sustainability efforts enhance business performance and support the long-term interests of the firm through the following projects.

**Job Responsibilities**

1. Corporate Sustainability Report
2. LEED, WELL and Market Trend research
3. Help support and drive healthy and sustainable material product library
4. Create sustainability matrix tool overlapping various certification standards including LEED, WELL, Living Building Challenge, Fitwel among others.
5. Support project teams with proposals integrating sustainability components.
6. Support Sustainability Director on multiple boards, currently including USGBC-LA Long Beach Branch and ULI's Building Healthy Places Committee.
7. Drive sustainability specific metric driven research reports.

**Candidates must have:**

1. A passion for sustainability and environmental design.
2. Ability to research, summarize and report in an efficient manner.
3. Ample experience with Microsoft Excel, specifically regarding pivot charts and data collection.
4. Ample knowledge of Adobe InDesign and Illustrator.
5. Ability to manage their own time and plan projects accordingly with support and guidance of Sustainability Director.
6. Experience with green building certifications is a plus. (LEED GA, LEED AP, WELL AP)

This internship opportunity is paid, available to undergrad, graduate and extension applicants. The timeframe is anticipated throughout the duration of the summer with the potential of expansion throughout the year.

Retail Design Collaborative / Studio One Eleven's headquarters is located in downtown Long Beach, RDC/S111 does have a location at the Bloc in downtown LA. With a strong work ethic and ability to meet deadlines with quality work, applicants can take advantage of working out of the LA location part-time.

**Contact information:**

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