One Planet Program Intern
May 1 – October 31, 2016
20 hours/week
$13/hour

SUMMARY:
The One Planet program is an employee engagement sustainability program to support our workforce. This short term annual program strives to inspire the people in our workforce to embrace the three pillars of sustainability and become better employees through cross training and educational opportunities.

The One Planet intern will coordinate the overall logistics for the program and is a key component of program success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Assist in developing program goals and messages
- Organize One Planet tours including transportation and logistics
- Manage and update website
- Organize and facilitate meetings
- Communicate to staff
- Manage and update program database
- Promote tours through marketing materials
- Assist in organizing subcommittees and supporting ambassadors
- Organize and distribute rewards
- Manage and update program metrics and data collection
- Ensure positive experiences for all participants

KNOWLEDGE, SKILLS, AND ABILITIES:
- Strong communication skills
- Strong organizational skills
- Ability to update and manage database
- Ability to work independently, self-starter
- Desire to learn
- Ability to effectively communicate both orally and in writing with strong interpersonal skills
- Knowledge and passion for sustainability concepts
- Understanding of engagement principles
- Ability to work in a team with adaptive leadership skills and problem solving
- Innovative and willing to try new things

SELECTION PROCESS: To apply, please send resume and cover letter to Deb Harris dharris@fcgov.com by April 15th, 2016. Applications will be reviewed and selected candidates will be interviewed on April 26th. Post-offer background checks and drug test required.

THE CITY OF FORT COLLINS IS AN EQUAL OPPORTUNITY EMPLOYER.