



FALL 2021 INTERN

JOB DESCRIPTION

Position Description:

The Institute for Sustainable Development is a fast-paced, high performing 501(c)-3 non-profit organization operating at the intersection of economic, social and environmental issues, specifically looking at the social and economic costs of climate change, extreme weather, community development, innovation and technology, and other factors. We call this “community and economic resilience”. The intern will be in an ideal position to work with senior ISD executives and communities preparing or recovering from disasters in Maryland, California, and other vulnerable communities and regions. This person will help to gather information, conduct research, and support ISD’s program of work.

Position Type:

Internship for undergraduate or graduate student

Position Compensation:

Unpaid, with a stipend provided to cover out-of-pocket costs, such as travel to events.

Position Format:

Hybrid – mostly virtual, with at least one day a week in-person at our Alexandria, Virginia, office

Position Function:

This person will provide research, communications, and operational assistance to senior executives at ISD while learning about community and economic resilience.

Position Responsibilities:

- Provide support for ongoing and proposed research projects
- Support disaster recovery and community economic development projects and partnerships
- Support ISD communications, including:
 - Social media postings
 - Website and database updates
- Support ISD events, workshops, training sessions, and seminars by providing logistics and staffing support
- Assist with fundraising for proposed research and technical assistance projects
- Conduct field interviews and surveys
- Support ISD staff by providing administrative assistance as requested
- *Specific projects described during interviews, but not initially posted in job description:*



- Building up Resilience Central – directories, news, website, resources, best practices and examples
- TFLA, MDEM, resilience centers, co-evolution
- Building up our capacity for fund-raising and grant research
- Online marketing, managing website, and building up social media presence
- Stakeholder identification and outreach

Preferred Qualifications and Skills, but not Required:

- Microsoft Office, particularly Microsoft Word and Excel
- Google Collaboration tools, particularly Google Drive, Docs, and Sheets
- Background in economic development, economics, business, sustainability, environmental studies, community development, and/international development

Preferred Availability:

- 10 – 20 hours per week