

Rhode Island Green Building Council (RIGBC)

Internships and Volunteer Opportunities

If you have a Service Learning requirement or an Independent Study project or class for which you can get credit, please contact us. We also offer unpaid internships year-round, custom crafted to suit your needs. Have fun, meet potential employers and get involved.

Rhode Island Green Building Council internships are win-win opportunities. For interns, they provide a chance to meet class requirements or earn independent study credits, build resumes or explore a new field of employment while working on interesting projects that often involve attending meetings with Board members, developers, architects and others in the emerging green economy. At the same time, internships enable the RIGBC to tap the skills and initiative of some of Rhode Island's best and brightest students including recent graduates.

INTERNSHIP OPPORTUNITIES

*The following unpaid internship positions are currently available. If you are interested in exploring an internship, please send an email with the subject line **INTERNSHIPS**, stating your areas of interest, what you hope to get out of an internship, and include your resume. Emails should be sent to info@usgbcri.org*

Webmaster/Copywriter

We are in need of a person with good writing skills and experience using Joomla or WordPress to provide basic website updates/maintenance and assistance with press releases and newsletters. Pull the latest "hot topics" from the USGBC's website and alerts to post on our local site. Help organize and post photographs and electronic images. A great internship for English or graphic design majors or anyone interested in knowing what's going on in the green sector. Previous web experience is helpful but not necessary.

Database Assistant/Client Manager

Help us improve client relationship management by entering important organizational data into Sales Force. This is a powerful CRM tool used by many companies in the public and private sector. We need to continually track new USGBC member companies, professionals certified in green building, related professional organizations, etc. This is a great internship for business students, especially those individuals interested in sales and/or marketing.

Administrative Aide/Program Assistant

Learn the intricacies of how a non-profit organization works by assisting the Executive Director in every facet of operations. Support the chapter's various subcommittees, including Program, Membership, and Finance. This offers a great opportunity for anyone going into the public or nonprofit sectors, as well as for anyone exploring opportunities in the green sector.

Education and Public Outreach Coordinator

We are looking for a volunteer to help organize and staff a variety of special events, as well as support the Education Committee. This is an excellent opportunity to learn new things and connect with Rhode Island's community of green professionals.

Green Building Project Inventory Administrator

Help build our inventory of LEED projects in Rhode Island. This project involves researching, preparing and publishing case studies using an Adobe InDesign software template. Work includes researching projects online, contacting the property owner or owner's representative for details, securing photographs and formatting the case studies. It is an excellent opportunity to connect with Rhode Island's community of green professionals. Photographs will be used to create a "Green Gallery" for a public exhibit during Providence's Gallery Night series.

Green Marketplace Coordinator

Help review profiles submitted by providers of green building products and services for listing on the virtual green marketplace website. Research and contact providers for inclusion in the marketplace. Investigate companies that offer green building products and secure product samples, literature and software for a physical green marketplace and cyber lounge.

Bookkeeper

Assist with keeping accounting records organized in Quick Books and track online financial transactions. Prepare monthly budget analysis based on revenues and expenses.

Volunteer Activities

*Other volunteer activities are listed on the RIGBC website (see address below) or email us with your own ideas at ***info@usgbc.org***.*

<http://www.usgbc.org/content/images/stories/vol%20list%20May%202009.pdf>

Work Location:

Varies. Some of the work can be done outside our office which is located in Warwick, RI.