

Title: Environmental Intern

Department: Office of Environmental Programs

Reports To: Administrative Superior

Application Details: Interested applicants should email their resume with the subject line: "Environmental Intern Application" to Kathy Myers kmyers@philasd.org and Monique Causley mgcausley@philasd.org

Job Summary

This is a part-time position that offers a hands-on learning experience in the Office of Environmental Programs. The intern will be exposed to various aspects of environmental management in a large urban business environment.

Essential Functions

Responsibilities include but not limited to:

- Data entry and data analysis utilizing MS Excel and Google Documents / Sheets.
- Basic Office Duties (i.e., copying, scanning, filing, etc.)
- Other projects and duties as assigned.

Qualifications

- Analytical skills
- Excellent writing skills
- Well-developed organization skills with attention to detail.
- Excellent interpersonal and communication skills, customer service oriented
- Ability to work independently
- Proficient in Microsoft Office and Google Docs/Sheets
- Must be able to perform task with limited supervision
- Ability to multi-task and handle detailed assignments in a fast-paced environment.
- Ability to maintain confidentiality

Student Benefits

- Excellent opportunity to work with multi-faceted projects.
- Learn about a variety of functions within the related department.
- Letters of recommendation provided upon successful completion of the internship.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.