



## City of Long Beach Office of Sustainability

### Green Business Intern

#### Description

The City of Long Beach Office of Sustainability works to create a more sustainable community by engaging with individuals, neighborhoods and government to reduce our impact on the environment and protect our local natural resources. Long Beach Sustainability reports to the City Manager's Office and supports the Sustainable City Commission, an advisory body to City Council.

The Green Business Intern will support the certification and recognition of sustainable businesses in Long Beach through outreach, marketing, and technical assistance to businesses. This is an exciting opportunity to work at the intersection of business and local government. You'll learn about what it takes to be a sustainable business and how local government can encourage a more sustainable economy.

#### Responsibilities

- Research Green Business Certification Requirements to provide information and resources to businesses where needed
- Support outreach efforts to the business community
- Assist in technical support for businesses and communicating program requirements
- Help to coordinate program events
- Assist in the creation or update of program checklists

#### Requirements

- At least junior standing with a GPA of 3.0 or higher
- Pursuing a degree in Environmental Science/Policy, Public Administration/Policy, Business, Communications, Hospitality or another related field
- Available to work a minimum of 10 hours per week during regular M-F 9-5 work schedule
- Strong communication skills and ability to work independently
- The creativity and drive to bring your ideas to life

#### How to Apply

Send your cover letter, resume, and a letter of recommendation to [Courtney.Chatterson@longbeach.gov](mailto:Courtney.Chatterson@longbeach.gov) by April 30, 2021.

This is an unpaid internship and can be used for college credit. Interns will enjoy flexible schedules and work remotely.