

Job Title: Research & Development Intern

Office Location: Remote

Verdical · (vər-dək-(ə)l) · *n.* an upward trend in positive environmental impact

WHO WE ARE

- Verdical Group is a leading full service green building consulting firm specializing in: Certification Project Management (LEED, WELL, Living Building Challenge, CALGreen, Fitwel, etc.), Energy Modeling, Commissioning, Net Zero Design and Program Management. We also produce top-notch sustainable events, like the world's largest annual [Net Zero Building Conference](#).
- You are committed to making a positive social and environmental impact on the world.
- Our core values include: environmentalism, fun, inspiration, adventure, and learning.
- A growing group of 10 team members.
- Certified B Corporation, meeting rigorous standards of social and environmental performance, accountability, and transparency.
- 1% for the Planet Member Company: we walk the talk, donating 1% of our annual revenue, not just profit, to environmental nonprofit organizations.
- An equal opportunity employer; our diverse team is one of our greatest assets.
- Visit us at: www.verdicalgroup.com and watch our About Us video [here](#).

WHO YOU ARE

- An all-star talent who wants to work as part of a highly respected and growing team.
- An inspired change maker who enjoys working in a fast-paced environment.
- A data geek who is ready to dive into multiple research projects.
- Extremely organized with a fastidious attention to detail.
- You thrive in a work hard/play hard environment where you're surrounded by like-minded, passionate sustainability professionals who are working to change the world.
- Comfortable managing multiple projects simultaneously to meet deadlines in a timely manner.

REQUIRED QUALIFICATIONS

- Current enrollment in an undergraduate or graduate program, majoring in a related field.
 - o If college credit is not available, you will need to provide written documentation from the school stating that the internship is approved and/or sponsored by the school as educationally relevant.
- Experience with research and data presentation
- Demonstrated interest in green building and sustainability
- Strong strategic thinking and analytical skills

PREFERRED QUALIFICATIONS (NOT REQUIRED)

- Software proficiency: MailChimp, WordPress, Eventbrite, Salesforce, and Google Analytics
- Experience producing virtual and in-person events / meetings
- Experience with Adobe Suite (InDesign, Illustrator, and Photoshop) & Microsoft Office Suite (Excel)
- Strong writing and editing skills; experience writing articles and/or blog posts

BENEFITS

- Exposure to work in the green building/sustainability industry
- Work directly with Verdical Group's CEO and team managers
- Exposure to cutting-edge sustainable design work, events, and technologies
- Your name listed as author on published blog posts on our website
- Attend industry events and visit project sites
- A fun virtual team culture full of hang-outs, happy hours, and peer learning ("VG University")

APPLY

- Send an email with both PDF cover letter and resume attached to: applicants@verdicalgroup.com
- Title the combined PDF and the email "R&D Intern-[Your Name]"
- We welcome applicants of all backgrounds and encourage potential fits to apply even if you do not meet the criteria outlined above. We look forward to hearing from you!

THE INTERNSHIP PROGRAM

- Verdical Group's internships are unpaid with the potential to move to a full-time position pending performance and position availability.

- Our internships are designed for proactive and passionate rising stars who can contribute to our team in the ways they are most passionate about. Interns can propose projects they would like to work on with approval.
- The intern will work remotely from a home office, with the option to come into our Downtown LA and Pasadena offices if they re-open based on COVID-19 restrictions.
- The intern is responsible for supplying their own cell phone and laptop to complete internship assignments.
- Intern responsibilities may include the following assignments:
 - o Gaining an understanding of the vision, mission, and strategic objectives of Verdical Group
 - o Partnering with the Events, Business Development, Project Management, and Marketing team members to identify new solutions and present recommendations
 - o Conducting a survey of competitor websites across both the green building and event planning industries
 - o Compiling contacts for our sponsorship, partnership, press, and business development outreach lists
 - o Researching RFQ, RFP, and client collaboration opportunities
 - o Assisting with data transfer between our old and new websites
 - o Helping our company build our social media presence by curating which industry leaders we follow